## Guidelines for the admission of migrant children, youth and adults into the public education system of the state of São Paulo

# Welcome to school!









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# Welcome to school!

GUIDELINES FOR THE ADMISSION OF INTERNATIONAL MIGRANT CHILDREN, YOUTH AND ADULTS TO THE PUBLIC EDUCATION SYSTEM OF THE STATE OF SÃO PAULO.

## EVERYONE - BRAZILIANS AND NON- BRAZILIANS RESIDENTS IN THE COUNTRY HAVE THE

# RIGHT TO PUBLIC AND FREE EDUCATION

In case you or someone from your family needs to starts or reengage in studies started in another country, clarify your doubts in this booklet and search for the nearest school!

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## Organization of the schools in the state of São Paulo



## I am not Brazilian, do I have the right to basic education (primary, secondary and high school)?

You do. The Constituição Federal da República Federativa do Brasil (1988) establishes that everyone is equal before the law - Brazilian and foreign residents in the country. One of the rights granted is education in equal conditions of accessibility and permanence for everybody. That is, the fact of being born in another country is not an obstacle to studying in a public school.

## How is the basic education offered in the State of São Paulo?

São Paulo State has the largest education system in Brazil, with over 5 thousand schools and 3,7 million students. Basic education is offered at the schools of the State, it is mandatory and free of charges, for children and youth between 4 and 17 years old. Free education for youth and adults who did not complete their studies at an appropriate age is also offered at the Educação de Jovens e Adultos (EJA) [Education for Youth and Adults] and at the Centros Estaduais de Educação de Jovens e Adultos (CEEJA) [State Youth and Adult Education Centers]. The students who are the audience of especial edu-

cation (visual, physical, intellectual impairments, autism, intellectual giftedness, or any other high abilities) receive specialized attention for their needs in State schools. Education is also offered by the municipal education system, which has a priority on childhood education and the initial years of primary school of basic education. State schools are identified by the initials "EE" before the name of the school, while municipal schools are usually identified by the initials "EM", "EMEI", "EMEF", among others.

## How is basic education organized at schools?

Basic education is divided in:

- Educação Infantil [Pre-school]: for children between 0 and 5 years old;
- Ensino Fundamental [Elementary and Middle school]: lasts a period of nine years, for children from 6 years old on. It is divided in elementary school (1st to 5th year) and middle school (6th to 9th year);
- Ensino Médio [High school]: which lasts 3 years (1st to 3rd year).

## And for unschooled adults, what is the service available?

For those who did not have access to education at a proper age, Educação de Jovens e Adultos (EJA) or the Centros Estaduais de Educação de Jovens e Adultos (CEEJA) offer free services. For registration and admission for this public, it is necessary to observe the minimum age, indicated below:

- EJA Ensino Fundamental: where elementary school has a duration of 4 semesters and middle school 4 semesters, being that the minimum age is 15 years old.
- EJA Ensino Médio: has a duration of 3 semesters, being the minimum age 18 years old.
- CEEJA: Ensino Fundamental or Médio, admission by course/subject and with flexible schedules, being the minimum age 18 years old.

EJA is usually given at night while attendance at CEEJA has flexible schedules (with at least one attendence each month) and individual support. To consult the address of one of the 39 CEEJAs at the State of São Paulo, check the homepage of the Secretaria da Educação.

## Are there schools that work on a full time basis?

At the State Education System, some schools have an expanded school journey of up to nine hours and a half. Hence, students get a different program, which includes guidelines for the working world, study orientation, practical ex-

periences in sciences, and personalized tutorship with a teacher. Besides, there are youth clubs where students self-organize around their particular interests, such as dancing, chess, debates, etc.

A complete education is offered to students of regular elementary, middle and high school. You may consult and identify the offer at the nearest State School of you or your preferred one. For more information, read the Resolução SE 52 de 02.10.2014.

## When does the academic year begin and how long does it last?

The academic year always starts in February and lasts until mid-December, for a total of 200 academic days. From 2020 onnwards schools will have three break periods during the year: one week in April, 15 days in July and one week in October. Between the end of December and January there is a vacation period for students and teachers.



## Registration and admission



## Who can request for the registration and admission at school?

The registration and admission procedure at any educational level must be done by the legal guardian of the underage student or by the student if she/he is over 18 years old.

#### When to do the registration?

The Secretaria de Educação starts the campaign for registration and admission for the following academic year from the 1st to 31st of October. This period opens again on 10th December of the current year and remains available during the academic year.

#### Which documents must I present?

It is desirable that at the time of registration you present ID documents and a proof of address. We list some examples below. But you can present other documents that are not on the list:

#### a. ID Documents:

- Passport.
- ID card from your country of origin.
- Birth certificate.
- Documento Provisório de Registro

Nacional Migratório [Provisional Document of National Migration Registration] – DPRNM (usually known as "protocolo").

- Cédula de Registro Nacional Migratório
   [National Migration Registration Card]
  - CRNM (usually known as "RNE").
- Entry card ("permit"), issued by the Federal Police for those who enter the country without a passport.
- Carteira de Trabalho e Previdência Social [Work and Social Security Card] – CTPS.

#### b. Proof of address:

- Water, electricity, gas or telephone bills.
- Lease or a declaration of the owner of the property that proves residence.
- Declaration of the institution where the person is temporarily sheltered.

Attention! In case you do not possess any of the listed documents, do not worry: the presentation of documents for registration is not mandatory.

#### How is the registration done?

Any school units, either from the municipal or state systems, are places for registration. To do

this, you must go to the secretariat of the nearest school and ask for registration. After completing the information, wait for some days and then return to any unit to know the result of your solicitation; that is, the indication of where there is a vacancy for admission. You can also consult the result on the website: sed.educacao.sp.gov. br/ConsultaPublica/Consulta

Registration can also be done in one of the 72 Poupatempo posts across the State. You must make an appointment on the website of the program, the app SP Serviços or over the self-attendance posts distributed on shopping centers, supermarkets, metro and train (CPTM) stations.

#### Can I choose the school of my preference?

Regardless of the registration place, that is, in a municipal or state school, the student will be oriented to the nearest school to his/her residency or from the informed address at the moment of registration, where there is an open vacancy.

#### How to do the admission?

Admission is automatically done at the school where there is a vacancy. However, the legal guardian or the young student must go to the school to confirm acceptance and to present additional documents, if the student has them, that prove the educational level and the most adequate level or year, for proper classification.

### I do not have any proof of previous studies, what should I do?

If the student does not have documents that prove his/her educational levels, the school must carry out a procedure called 'classification' to identify the student's best level or scholar year. Age and competencies will be considered, according to Resoluções SEDUC nº 60 and 63 de 2019.

### Can the school deny my registration or admission?

In no way the school can deny registration or admission. Proceedings can be done at any time, even if the ID, address or educational level documents are not presented.

### Is it possible to lose the vacancy at the school?

Yes, you will lose the vacancy if after the confirmation of the admission; the student misses classes up to 15 consecutive days, counted from the beginning of the academic year, without justification. If you lose the vacancy, the whole registration process must be done all over again.

## And for the Educação de Jovens e Adultos, how is the admission done?

The proceedings are the same. But, given that it is a six-month course, it is recommended that the registration and the admission are completed at least 30 days before the end of the academic year, for better performance of the student. If this deadline is missed, the vacancy will

be made available for the next semester.

#### Is it necessary to register every year?

Yes, once the first registration is done it must be renewed annually by the caregiver or by the student over 18 years old. Usually this proceeding occurs between August and October and can be completed in two ways: in person at the school or online on the Secretaria Escolar Digital or on the app Minha Escola SP, as long as the caregiver has already registered with a login and keyword for access. If you have any doubts about the use of the website or of the app, look for the school secretariat.

#### Is it possible to change schools?

Yes, the student who is already admitted and must continue studying but his/her school of origin does not offer the kind of education needed, can be supported at the nearest school of his/her residency with open vacancies and which offers the necessary type of education. The student can also request a transfer if:

 Change of residency address: when this change prevents the permanence of the student already admitted at the school.

- The registration can be made at any public school by the student or the caregiver.
- By self-interest of the student or the caregiver: the registration must be done directly at the school of interest. The student must attend school until he/ she receives the communication with the vacancy at the intented school.

#### Can the registration of transfer be canceled?

Yes. The student or caregiver must communicate about the decision of cancellation to the school which was indicated for the transfer.

## Can students from the Ensino Médio opt for classes at night?

For those who enter the 1a Série do Ensino Médio, the day shift is prioritized. To attend the night shift, the caregiver must request it to the school after proving the impossibility of attendance on the day shift.



## School's Operation



#### What are the school's working hours?

From 2020 onwards, in the schools that do not open full-time, classes will take place during the morning shift from 7am to 12:35pm, during the afternoon from 1pm to 6:35pm and during the night shift from 7pm to 11pm. Each period indicated above has a 20-minute break for food and rest.

### Which are the courses offered by the state school?

- On Ensino Fundamental Anos Iniciais (Elementary school): Portuguese, mathematics, history, geography, physics, biology, art and physical education.
- On Ensino Fundamental Anos Finais
   (Middle school): Portuguese, mathematics, history, geography, physics, biology, art, physical education and English. From 2020 onwards there will be offered the components of technology and innovation, life project and optional courses, which are composed by topics chosen by the students themselves.
- On Ensino Médio (High school):
   Portuguese, mathematics, history,

geography, sociology, philosophy, biology, physics, chemistry, art, physical education and English. From 2020 on there will be offered the components of technology and innovation, life project and optional courses, which are composed by topics chosen by the students themselves

- On Educação para Jovens e Adultos: the same contents of the regular education system are followed, except for the offer of physical education.
- On Ensino Fundamental Anos Finais (Middle school): it is also offered religious education, mandatory for the school and optional for the student, always in alternative hours, different from the regular class schedule.

Schools with full-time education may offer other topics, aside from those previously informed, such as experimental practices, the culture of movement, emotional education, study guidance, youth leadership, academic preparation, the working world, and scientific practices.

#### Is it mandatory to use a uniform?

Each school has its own uniform, usually composed by a white t-shirt with the school emblem. It is not commercialized by the school and its use is not mandatory and cannot be required, according to the Art. 1°, II, Lei Estadual 3.913, 1983.

#### Is there any attire forbidden at school?

No, students can attend school with the clothing they consider adequate, as long as common sense is observed. It is allowed the use of attire or accessories related to a culture or belief, such as the veil (Hijab), for example.

#### Is it mandatory to buy school supplies?

The acquisition of school supplies and materials is a personal choice of the student and his/her family. At the beginning of each academic year the Secretaria de Educação provides the school kits for every student, which include, depending on the kind of education: notebooks, pencil, pen, color pencil, eraser, ruler, sharpener, glue, crayon, scissors and gouache paint.

#### Do I have to buy school books?

The Secretaria de Educação provides books free of charge from the Programa São Paulo Faz Escola and the education books offered by the Ministério da Educação (MEC), which will be used during the academic year.

Schools are also equipped with reading rooms, which offer a wide variety of literary titles and

research books to be lent to students. Students with visual impairments or blindness receive amplified or braille materials.

#### Does the school offer meals?

Schools offer free of charge meals for the students in the morning, afternoon or night classes. The chosen recipes privilege fresh food supplies including, beef, chicken and fish. If the student has any dietary restrictions, speak to the school administration.

#### Does the school offer transportation?

The Secretaria de Educação offers school transportation for the students admitted in state schools who live in distant places, such as rural regions or people who live in places where physical barriers prevent their access to school. Besides, transportation with the presence of a monitor is offered to students with disabilites that attend state schools and that are supported in accredited or hired social assistance institutions.

For urban transportation, it is possible to request the student pass to board buses, the metro and the train systems free of charge. Consult the school's secretariat for more information on how to access these services.

## How are students with disabilities or giftedness supported?

According to the Lei Federal nº 13.146, 2015, and the Resolução SE nº 68 de 2017, the target-audience of special education is that of

students with disabilities, autistic spectrum disorder- TEA (by its name in Portuguese) and high abilities/ intellectual giftedness. The services offered for this public are:

- Teacher interlocutor: oriented for students with hearing impairment who use signal language as a means of communication.
- School transportation: students with several types of disability have access to specialized school transportation.
- Caregiver: This professional is offered for students whose disability prevents them to perform with independence and autonomy activities related to feeding, dental or personal hygiene, mobility; among others.
- Special furniture: all equipment is adapted for students with physical disabilities.
- Specialized supplies: will be printed on increased size and in braille for students with visual impairment.
- Scholarship progression: students with abilities of intellectual giftedness can accelerate their studies by moving ahead up to two academic years, according to the Resolução SEDUC nº 81/2012. The measure is only valid for students on the State system who were admitted more than one year before.
- Agreements with specialized institutions: this category is oriented to support

students with serious and compromising features and who do not benefit from the regular schooling process at the school.

All the necessary services to support the student with special needs will be identified and requested by the school's staff.

## What is the Programa Escola da Família [Family School Program]?

Family School is a social program of the Governo do Estado de São Paulo, offering activities at school during weekends within 5 guiding axes: learning, sports, culture, qualification for work, and health. These activities stimulate communities around the school, that is, students, as well as their families, can participate.

### Which documents will I get when I finish my studies?

The Certificado de Conclusão e Histórico Escolar (Certificate of Conclusion and School Transcript), are necessary to continue your studies in Higher Education. The transcript can also be issued if there is the need to transfer the student to another school.



## Culture and communication



#### I do not understand Portuguese, how can I communicate with my colleagues and teachers?

It is recommended that the school designates a teacher or a group of students to be "tutors" of a foreign student who has started school, to help him/her to integrate to the environment. If no student or any teacher can speak the student's language, the communication can be accomplished with the use of apps, gestures, signals, until he/she can, step by step, learn more Portuguese.

It is also recommended that the schools make identification cards available on different spaces and to attach notices in other languages on the boards to facilitate the student's mobility and integration.

#### Where can I learn to speak Portuguese?

In some schools there is the Centro de Estudos de Línguas (CEL) [Language Study Center], where there is an offer of 7 options of language courses: German, Spanish, French, English, Italian, Japanese and Mandarin. It is being considered the possibility of also offering Portuguese as a foreign language for migrants.

The enrollment must be done in person by the caregiver or the student over 18 years old at the school unit where is located the Centro de Estudos de Línguas. Classes start on the period of counter-shift or on Saturdays and the courses are organized by semester, except the English course that is annual. To attend English and Mandarin classes it is necessary to be attending Ensino Médio [High School]. For other languages, it is enough to be admitted in one of the 7th year groups from the Ensino Fundamental [Middle School], or at the Educação de Jovens e Adultos (EJA) [Education for Youth and Adults] or even at the Centro Estadual de Educação de Jovens e Adultos (CEEJA) [State Education Center for Youth and Adultsl.

It is necessary to verify which language is available in one of the 200 CELs units of the State.

Beyond school, many public and private institutions offer Portuguese courses for migrants, free of charge or for a fee. You can look up the options at the Guia do Migrante Homepage: <a href="http://www.guiadoimigrante.sp.gov.br/#integra">http://www.guiadoimigrante.sp.gov.br/#integra</a>

#### Can I use religious symbols at school?

Yes, as stated before it is allowed the use of specific attires or religious symbols, discrimination being prohibited in virtue of your religion or culture.

## How can I respect my religion's sacred days or precepts?

Specific religious practices that prevent attendance to school or similar situations must be communicated to the teacher or to the school board who will verify the best way to maintain

these practices without prejudice to the student's academic life.

#### I am suffering from discrimination, xenophobia or bullying due to my nationality, how to deal with that?

If your school colleagues have attitudes or practices that cause discomfort, the student must communicate it to his teachers to define the best way to overcome that behavior in a jointly way with all the student community.



## Brazilian laws on education and migration



Federal - Brazil

#### Constituição Federal de 1988

http://www.planalto.gov.br/ccivil 03/constituicao/constituicao.htm

#### Lei Federal 8.069 de 1990 - Children's and Adolescents' Statute

http://www.planalto.gov.br/ccivil 03/leis/L8069.htm

#### Lei Federal 9.394 de 1996 - National Education Guidelines and Bases

http://www.planalto.gov.br/ccivil 03/leis/L9394.htm

#### Decreto Federal 70,946 de 1972 - Refugee Statute

http://www.planalto.gov.br/ccivil 03/decreto/1970-1979/D70946.htm

#### Lei Federal 9.474 de 1997 - Implementation of the Refugee Statute

www.planalto.gov.br/ccivil 03/leis/L9474.htm

#### Decreto 4.246 de 2002 - Stateless Statute

http://www.planalto.gov.br/ccivil 03/decreto/2002/D4246.htm

#### Lei Federal 13.445 de 2017 - Migration Law

http://www.planalto.gov.br/ccivil 03/ Ato2015-2018/2017/Lei/L13445.htm

## Decreto 9.277 de 2018 - Identification of the asylum seeker and Provisional Document for National Migration Registry

http://www.planalto.gov.br/ccivil 03/ ato2015-2018/2018/decreto/D9277.htm

Parecer CNE/CEB 11 de 2000 - National Curriculum Guidelines for Youth and Adult Education http://portal.mec.gov.br/cne/arguivos/pdf/PCB11 2000.pdf

Parecer CNE/CEB 18 de 2002 - Equivalence of studies carried out abroad http://portal.mec.gov.br/cne/arquivos/pdf/CEB018 2002.pdf

#### State - São Paulo

Lei estadual nº 3.913 de 1983 - Forbids educational establishments from collecting fees and contributions <a href="https://www.al.sp.gov.br/repositorio/legislacao/lei/1983/lei-3913-14.11.1983.html">https://www.al.sp.gov.br/repositorio/legislacao/lei/1983/lei-3913-14.11.1983.html</a>

Deliberação CEE 16 de 1997 - Enrollment of a foreign student http://siau.edunet.sp.gov.br/ltemLise/arguivos/notas/delcee16 97(parcee445 97).htm

**Deliberação CEE 21 de 2001 - Equivalence of studies carried out abroad** http://siau.edunet.sp.gov.br/ltemLise/arguivos/notas/delcee21\_2001.htm

Parecer CEE 633 de 2008 - Registration and Publication of Diplomas and Certificates of Foreigners

http://www.ceesp.sp.gov.br/ceesp/textos/2008/601-08-Par-633-08.doc

Parecer CEE 385 de 2013 - Visa for Foreign Schools Documentation http://www.ceesp.sp.gov.br/ceesp/textos/2013/233-13-Par-385-13.doc

Resolução SE 52 de 2014 - Organization and funcioning of state schools of the Full-Time Learning Program

http://siau.edunet.sp.gov.br/ltemLise/arquivos/52\_14.HTM?Time=19/12/2019%2011:16:04

Resolução SE 60 de 2019 - Reclassification of students

http://siau.edunet.sp.gov.br/ltemLise/arguivos/60 19.HTM?Time=16/12/2019%2016:06:34

Resolução SE 63 de 2019 - Assistance to foreign students

http://siau.edunet.sp.gov.br/ltemLise/arguivos/63 19.HTM?Time=19/12/2019%2011:18:32

Resolução SE 66 de 2019 -

**Guidelines for the curricular organization of elementary and high school education** http://siau.edunet.sp.gov.br/ltemLise/arguivos/66 2019.HTM?Time=19/12/2019%2011:19:05



## Emergency dictionary



#### Calendar

Monday: segunda-feira Tuesday: terça-feira

Wednesday: quarta-feira Thursday: quinta-feira

Friday: sexta-feira Saturday: sábado Sunday: domingo January: janeiro

February: fevereiro

march; março April: abril May: maio

June: junho July: julho

August: agosto

September: setembro

October: outubro

November: novembro December: dezembro

Holiday: feriado

Day: Dia

Morning: Manhã Afternoon: Tarde

Night: Noite Hour: Hora

#### **Didatic Material**

Sharpener: Apontador

Eraser: Borracha

Notebook: Caderno

Pen: Caneta

Compass: Compasso Liquid paper: Corretivo Set square: Esquadro

Case: Estojo Binder: Fichário Sheet: Folha

Crayon: Giz de cera

Pencil: Lápis

Color pencil: Lápis de cor

Book: Livro Bag: Mochila Paper: Papel Ruler: Régua

#### **People and relationships**

Student: Aluno(a) / estudante

Friend: Amigo(a)
Grandfather: Avô
Grandmother: Avó
Director: Diretor(a)
Inspector

Mother: Mãe

Lunchbox: Merendeira

Boyfriend/girlfriend: Namorado(a)

Father: Pai

Teacher: Professor(a)
Coordinator teacher:

Professor(a) Coordenador(a)

Caretaker: Responsável

Uncle: Tio(a)

Deputy head teacher: Vice-diretor(a)

#### **School spaces**

Restroom: Banheiro Library: Biblioteca Cafeteria: Cantina Corridor: Corredor Stairs: Escada

Laboratory: Laboratório

Yard: Pátio

Entrance: Portão

Sport court: Quadra de esportes

Classroom: Sala de aula

Exit: Saída

Secretary: Secretaria

Teacher's room: Sala dos Professores

#### **Clothes**

Blouse: Blusa Cap: Boné

Skarf: Cachecol Shirt: Camiseta

Pants: Calça

Overcoat: Casaco Jacket: Jaqueta Tissue: Lenço Glove: Luva Socks: Meia

Clothes: Roupa

Skirt: Saia

Shoes: Sapato

Tennis shoes: Tênis

Bonnet: Touca

Uniform: Uniforme

#### School everyday

Eraser: Apagador

Approved: Aprovado

Class: Aula

Note: Bilhete

Card: Carteira

Chair: Cadeira

Calculate: Calcular

Call: Chamada

Floor: Chão

Class council: Conselho de Classe

Copy: Copiar

Draw: Desenhar

Absence: Faltas

Chalk: Giz

Window: Janela

Read: Ler

Homework: Lição de casa

Garbage: Lixo

Garbage can: Lixeira

Square/board: Lousa / quadro

Light: Luz

Map: Mapa

Table: Mesa

Note: Nota

Toilet paper: Papel higiênico

Ask: Perguntar

Research: Pesquisa

Door: Porta

Present (to answer the call): Presente (para

responder chamada)

Test: Prova Fail: Reprovado

Answer: Responder

Parent meeting: Reunião de pais

Soap: Sabonete Faucet: Torneira Fan: Ventilador

#### **Nourishment**

Water: Água Bitter: Amargo Rice: Arroz Sour: Azedo

Candy: Bala

Banana: Banana Cookie: Bolacha

Red meat: Carne vermelha Pork meat: Carne de porco

Food: Comida Spoon: Colher

Chocolate: Chocolate

Sweet: Doce Knife: Faca Bean: Feijão Chicken: Frango

Fruit: Fruta Fork: Garfo Yogurt: logurte Snack: Lanche

Noodle/pasta: Macarrão

Apple: Maçã Corn: Milho Melon: Melão

Watermelon: Melancia

Snack: Merenda

Corn: Milho

Strawberry: Morango

Bread: Pão Dish: Prato

Ham: Presunto

Soda: Refrigerante

Salad: Salada

Fast food: Salgado Sausage: Salsicha Sandwich: Sanduíche

Juice: Suco

Vitamin: Vitamina

#### **School Spaces**

Restroom: Banheiro Library: Biblioteca Cafeteria: Cantina Corridor: Corredor Stairs: Escada Yard: Pátio

Sports court: Quadra de esportes

Classroom: Sala de aula

Exit: Saída

Secretary: Secretaria

Teacher's room: Sala dos Professores

#### **Documents**

School bulletin: Boletim escolar

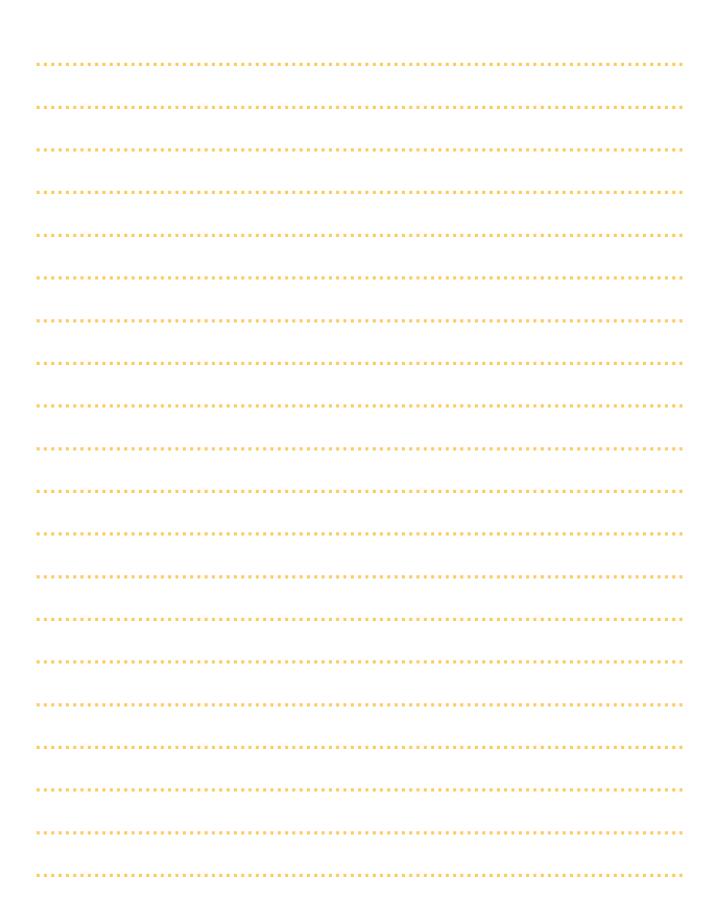
Birth certificate: Certidão de Nascimento Address receipt: Comprovante de endereço

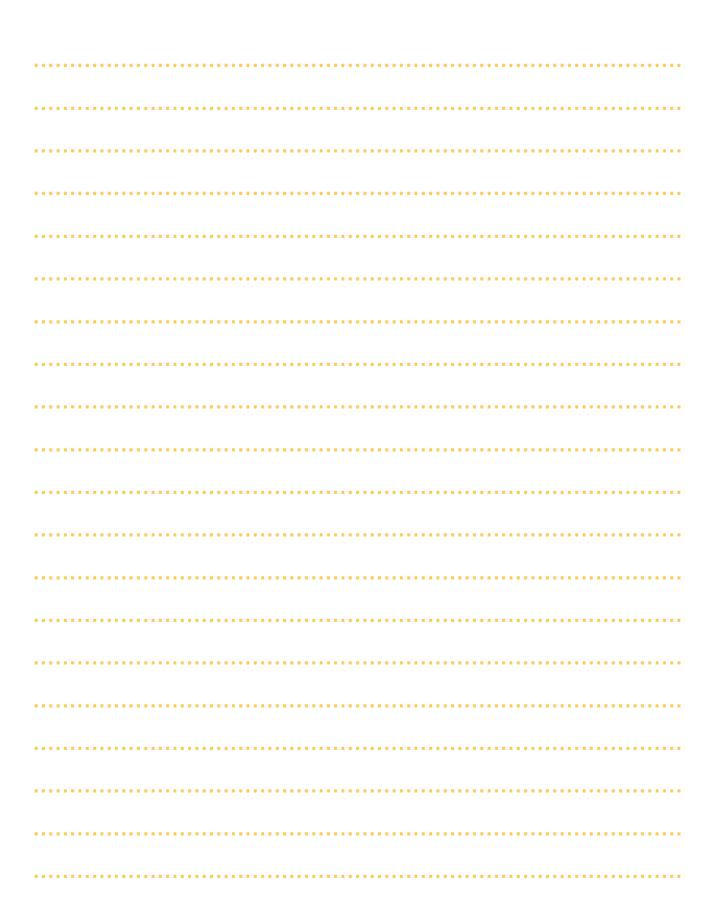
Electricity bill: Conta de luz Water bill: Conta de água Transcript: Histórico escolar

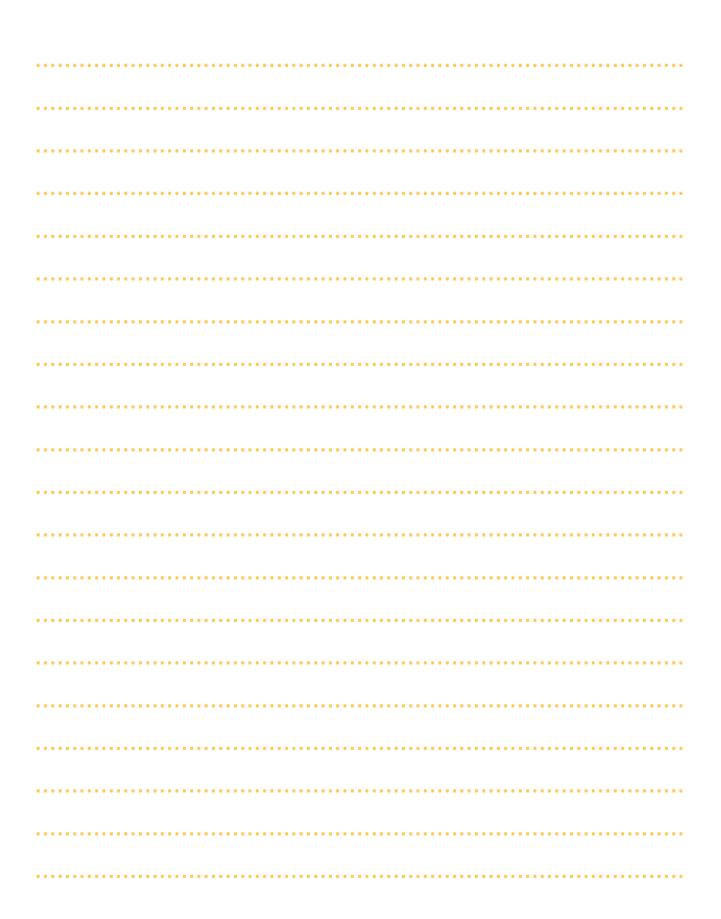
Passport: Passaporte

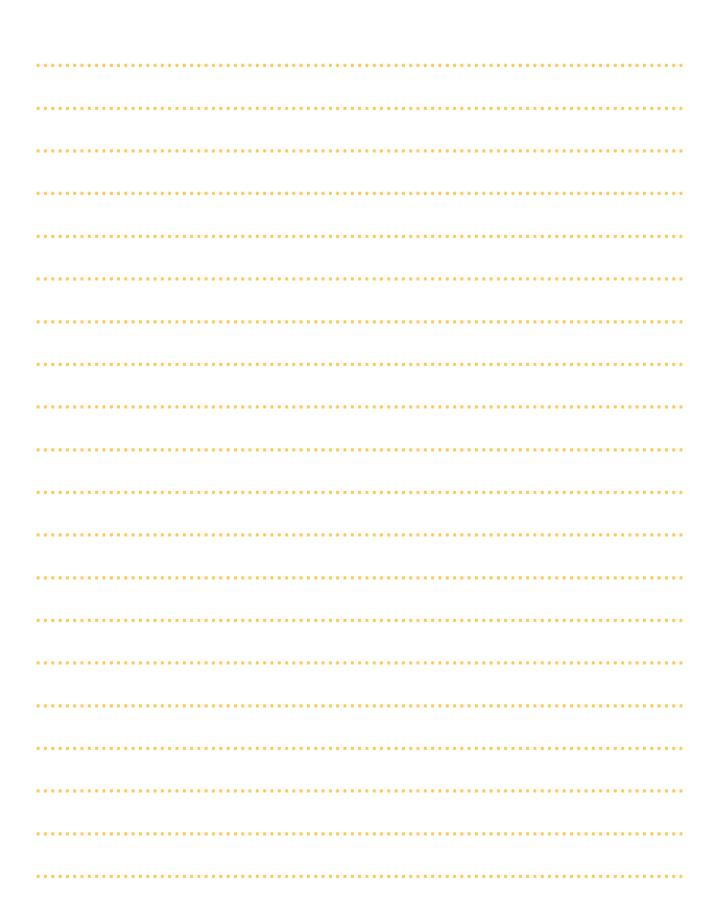
Student card: Registro do Aluno (R.A.)

WRITE DOWN YOUR NOTES OR NEW WORDS AND SENTENCES IN PORTUGUESE TO BE LEARNED.	









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