



Procedure for Implementing Education Programs for Juveniles and Adults in Correctional Centers of the United States of America

**National Council for Lifelong Learning and Work Skills (CONEVYT)
National Institute for Adult Education (INEA)
International Affairs Direction**

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Foreword

In Mexico, the CONEVyT and/or INEA educational program is designed for juveniles and adults who are 15 years old or older, who have not completed or interrupted their basic education and are interested in:

- a.. Gaining general knowledge and developing specific skills
- b.. Obtaining a Certificate of Primaria, Secundaria or Bachillerato
- c.. Developing skills for living
- d.. Developing Spanish-language skills to make it easier to learn English
- e.. Serving as an example for their children
- f.. Developing self-esteem and a sense of national identity

To make these achievements possible for Mexicans in the United States and in Hispanic communities abroad, governmental and nongovernmental organizations such as school districts, religious groups, universities and correctional centers request and operate CONEVyT and INEA's educational programs.

In the summer of 2001, CONEVyT and the INEA implemented the Educational Program for juveniles and adults at the Cibola County Correctional Center in New Mexico (including literacy, primaria and secundaria services). Two months later the program was implemented at the California City Correctional Center with the support of the Corrections Corporation of America (CCA). This program will benefit Mexican inmates in correctional centers by allowing them to take advantage of their time of confinement to gain knowledge and develop skills that will be useful in their personal and community lives. It has demonstrated that inmates develop or discover sense self-esteem when they go through the educational program.

The following procedure is the result of the experience acquired in different correctional centers, primarily in Cibola County and California City. The methodology will facilitate the planning, organizing, implementing and assessing of the educational process of juveniles and adults in other correctional centers in the United States.

1. PLANNING

Contacts

2. – Request of Educational Services to the CONEVyT and INEA directly

a) The person in charge of education in the correctional center shall contact the Director of International Affairs of the INEA.

b) The coordinator of the educational program at the INEA shall provide information about its characteristics and resources, as well as ask for information about the educational needs of Mexican inmates in the correctional center.

c) The coordinator of the educational program at the INEA shall analyze the information the correctional center sends it and define, in consultation with his or her staff, the strategy for tailoring the initial training course.

1. – Request of Educational Services through the corresponding Mexican Consulate

a) The person in charge of the Education Department in the correctional center shall contact the representative of the Institute of Mexicans Communities Abroad (IME) at the Mexican consulate.

b) A representative of the IME in the corresponding consulate shall contact the Director of International Affairs of the INEA to inform him or her about the interest in implementing the educational program for juveniles and adults in the correctional center.

c) The Director of International Affairs of the INEA shall contact the education department of the correctional center to provide information about the educational services available and request information about the specific educational needs of the Mexicans confined there.

d) The Director of International Affairs of the INEA shall analyze the information the correctional center provides and define, in consultation with the staff, the main strategy for tailoring the initial training course.

d) The Director of International Affairs of the INEA shall inform the IME representative at the corresponding consulate about the educational needs of the correctional center.

3. -The Consulate offers the CONEVyT and INEA Educational Services to the Correctional Center

a) The person in charge of IME at the corresponding consulate shall contact the person in charge of the education department at the correctional center for information about its educational program for juveniles and Adults.

b) The IME person in charge at the corresponding consulate shall contact the Director of International Affairs of the INEA to inform him or her about the interest in implementing the educational program for juveniles and adults at the correctional center.

c) The Director of International Affairs of the INEA shall contact the correctional center's educational services and request information about the educational needs of the Mexicans confined there.

d) The Director of International Affairs of the INEA will analyze the information the correctional center sends and define, in consultation with his or her staff, the main strategy for tailoring the initial training course.

2-ORGANIZATION

The Work Team

The Director of Education of the correctional center hires or appoints a person to be in charge of the educational program for juveniles and adults who has the following qualifications: Is graduated and bilingual (In Spanish and English); is experienced in education; and is committed to serve to juveniles and adults in ways that will improve their quality of life.

The Educational Program for Juveniles and Adults in Correctional Centers

The person in charge of the educational program in the correctional center, in conjunction with the INEA's Director of International Affairs, shall begin by carrying out the following tasks:

- a) Schedule program activities.
- b) Promote the educational program in the correctional center through murals, posters, leaflets or any other media to encourage inmates to participate.
- c) Select candidates to coordinate the program. Appoint four people to cover the four knowledge areas: Language and Communication, Mathematics, Natural Sciences and Social Sciences. Each candidate must set examples of respect and honesty and be a specialist or have an interest in the area that he or she is coordinating.
- d) Select candidates to be tutors who are:
 - ☞ Convinced of the benefits of education and eager to share their knowledge.
 - ☞ Qualified academically
 - ☞ Confined for at least another year at the correctional center
- e) Determine how many people are interested in forming a primaria or secundaria literacy group.
- f) Secure and provide classroom, offices, etc. for the educational program. It is important to estimate the number of inmates to be tutored in the designed facility. The learner also has the option of studying independently.
- g) Schedule tutorial sessions according to the correctional center's internal policies.

To a great extent, the success of the program will depend on recruiting the right tutors and coordinators. In addition to possessing sufficient knowledge and skills, these people must also show respect toward their students. Those who have knowledge in any of the previously mentioned areas must judge the best candidates to coordinate and support learners in tutorial sessions.

Initial Training

Once the foregoing activities have been carried out, everyone involved in the educational program for juveniles and adults -including supervisors, tutors and clerks- shall participate in a three day workshop held by the INEA's Direction of International Affairs.

There are three ways to hold the Workshop:

1 - The Director of Education and the person in charge of the program in the correctional center attends the regional workshop in the United States. The correctional center pays for the transportation and lodging of participants, while The CONEVyT and/or INEA pays for the transportation and lodging expenses of its staff and provides the training resources as well. The **Correctional Center Education Department** staff is in charge of training the tutors and the staff of the correctional centers.

2. - The Director of the Education Department and the person in charge of the program at the correctional center attend a national workshop that is held near Mexico City. The correctional center pays for participant's travel and personal expenses, and the CONEVyT and/or INEA for the lodging and training resources. The **Correctional Center Education Department** staff is in charge of training the correctional center's staff.

3. -Two trainers of the CONEVyT and/or INEA go to the correctional center and hold a workshop there for those involved in the educational program for juveniles and adults. In this situation, the correctional center pays the transportation and lodging expenses of both trainers, and the CONEVyT and/or INEA pay only for the training resources.

During the workshop, four persons will be selected to be in charge of coordinating knowledge areas and educational modules. The person in charge of the educational program for juveniles and adults will use a database to register tutors and learners and to track and prepare score records.

Internal Organization

Once the person in charge of the program at the correctional center has selected four individuals to coordinate the knowledge areas, he or she will then select two or more clerks to support the person in charge of the program by registering and interviewing new learners and providing them with teaching material and learning resources.

Director of Education

Bilingual Youth and Adult Education Coordinator

Clerk 1

Clerk 2

Coordinator 1	Coordinator 2	Coordinator 3	Coordinator 4
Spanish	Mathematics	Social Studies	Science
Spanish Tutor 1	Math Tutor 1	Social Studies Tutor 1	Science Tutor 1
Spanish Tutor 2	Math Tutor 2	Social Studies Tutor 2	Science Tutor 2
Spanish Tutor 3	Math Tutor 3	Social Studies Tutor 3	Science Tutor 3
Spanish Tutor 4	Math Tutor 4	Social Studies Tutor 4	Science Tutor 4

Resources

Once the startup date has been set and the enrollment total confirmed and registered for the initial training, the person in charge of the program at the correctional center will request from the CONEVyT and/or INEA the basic training sets and didactic packs. Textbooks and supportive material must be requested from the corresponding consulate.

Registration and Diagnostic Assessment

The person in charge of the program at the correctional center, along with the clerks, will interview inmates interested in the educational program and then register their personal information in the database. Based on the results of the initial interview, the person in charge

will schedule, in consultation with the consulate, the application of the diagnostic exam, **which has five different sessions**, to those inmates interested in the program, **as it follows**

- a.. First Session (primaria)
- b.. Second Session (primaria)
- c.. Third Session (primaria)
- d.. Fourth Session (secundaria)
- e.. Fifth Session (secundaria)

Important facts about Diagnostic Exam

- 1.. The diagnostic exam is for learners who have never studied or taken INEA exams.
- 2.. People who presents previous academic records of the third level of primaria **will not take the first session of the diagnostic test, they will start from the second session.**
- 3.. People without academic records of any grade but who know how to read and write will start with the first session. People with a certificate of primaria and/or academic records of any grade of secundaria will start with the forth session.
- 4.. People who take the first session must complete all modules to continue with the second session.
- 5.. People who take the second session do not necessarily need to pass all modules to take the third session. **If they do pass all the modules of the firs, second, and third sessions, they will be able to go on with fourth and fifth sessions.**
- 6.. If the person completed primaria but does not have the certificate, he or she may take the fourth and fifth sessions of the diagnostic exam. The person must present the certificate of completed primaria otherwise the secundaria certificate will not be issued.

Among those who will not be required to take the diagnostic exam are:

- ☞ Those who can present records of previous academic achievement. These individuals will be placed according to standards specified in the equivalency tables.

- ☞ Those who can't read or write. They will be placed in literacy classes.
- ☞ Those who can read and write but whose scores indicate a need to start at the primaria level.
- ☞ Those who **did not finish basic school** and want to start the entire educational process over.

Printing and Grading Exams

The CONEVyT and/or INEA will delegate to the Consulate the responsibility of printing and grading exams to accredit and certify the educational levels.

To do this, the CONEVyT and/or INEA will give the consulate permission by agreeing to provide the Consulate one or more passwords to print and grade exams through the CONEVyT Web Portal.

Once the agreement is made, the Consulate shall:

- a) Provide passwords to the person in charge of the program to print and grade exams, by signing a Commitment Document or
- b) Print and grade the exams at the local Consulate.

3. IMPLEMENTATION OF THE EDUCATIONAL PROCESS

Study Groups

According to diagnostic assessment results, study groups will be integrated in the following ways:

1. Study groups will be arranged by test results in four levels in each of primaria and secundaria areas. Each of the groups shall have the support of a person trained in the topic area to coordinate modules. Learners will be able to study up to four modules at the same time according to their exams results.

2. Tutors will coordinate one or two modules of the same knowledge area and attend, at least one study session for acquiring and applying learning techniques. Students who start with their literacy level will participate initially in one or more classes, depending on class size and number of tutors. All groups might have people who, whether or not they know how to read and write, will develop reading and writing skills. It is important that classmates support each other. It is recommended that you make groups of no more than fifteen students for each tutor.

Independent Students

Independent study is for those who have not found places or facilities in which to study or who need to go step by step in the educational process. It is also for people who can't attend study sessions regularly because they have other activities. The person may choose to be an "independent student," which means teaching himself or herself and only attending regular study sessions to solve specific problems in the subject area. Such students may request to take an exam at the end of each module.

Schedules of Final Exams

The person responsible for the educational program in the correctional center must schedule final exams for students every two, three or four months according to their needs and performance. Each student may take not more than four final exams in one session.

Accreditation and Certification

The class coordinator may request from students required documentation to assure the certification. Once the student passes all required primaria and secundaria modules, the coordinator in charge sends that student's grades to the Director of Accreditation and Systems at the INEA.

Average time to complete the Literacy Level

The literacy course is to be completed in six months. To achieve this, the student will attend study sessions eight hours per week, and do the assigned homework.

Average time to complete Primaria School

It will take a student nine to twelve months to complete Primaria School. To achieve this, the student must go through four modules at the same time, attend study sessions from six to eight hours a week and do the assigned homework.

Module	Hours per week	Time of study
E1 Spanish 1	4	Four months
E2 Spanish 2	4	Four months
E3 Spanish 3	5	Four months
E4 Spanish 4	5	Four months
M1	4	Four months
M2	4	Four months
M3	6	Four months
M4	6	Four months
VF	4	Four months
VC	2	Four months
VL	5	Four months
VN	5	Four months

Note: If the student passes two or more primaria modules by means of the diagnostic assessment tests or equivalence tables, the time to complete this level will be considerably reduced.

Time to study Secundaria School

It takes a year for the student to complete the secundaria. To achieve this, the student must study four modules at the same time, attend study sessions seven or eight hours a per week and complete the assigned homework.

Module	Hours per week	Time of study
S1E	4	Four months
S2E	6	Four months
S3E	4	Four months
S1M	6	Four months
S2M	6	Four months
S3M	6	Four months
S1CN	4	Four months
S2CN	5	Four months
S3CN	5	Four months
S1CS	5	Four months
S2CS	4	Four months
S3CS	5	Four months

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Note: If the student passes two or more secundaria modules by means of diagnostic assessment tests or equivalency tables, the time to complete this level will be considerably reduced.

Work Reports

It is advisable to update the student's personal information in the database when he or she enrolls since a progress report must be made every three months.

Plaza Comunitaria

The Plaza Comunitaria is made up of these three components:

- The basic classroom
- Computing lab (INTERNET or INTRANET)
- Educational TV and Video Library

Because inmates in correctional centers do not have access to the INTERNET, the Plaza Comunitaria computer lab must work with the CONEVyT Web Portal, which is an Intranet system. It is important for the correctional center to have at least ten personal computers available and a server with sufficient memory and hard disc capacity.

The Educational TV component works as follows:

1. Students watch prerecorded lessons. When it is possible to schedule the Educational TV programming along with study sessions, a person is assigned to recording the most relevant ones and summarizes their contents.
2. Or, the teacher downloads and summarizes the lessons to the classes.

FOLLOW UP AND ASSESSMENT

Initial Training and New Tutors

Because of the increasing enrollment, there should be a workshop held every six months to teach successful students to become tutors. The person in charge of the correctional center's educational program, as well as experienced tutors, will be able to train new tutors.

Updating and Follow Up

Every six months, the person responsible for the program at the correctional center will chair a session review achievements, specify problems and discuss ways to solve them.

High School

Students who are completing their primaria and secundaria certifications shall request to enroll in Preparatoria or Bachilleres Education.

For more information, please contact:

MVZ Álvaro Álvarez Barragán

Coordinator of the School Administration and the Open School System

Tel number: 011 52 (55) 56244188

albaa@cbachilleres.edu.mx

Note: Costs for books

Primaria	-	No cost
Secundaria	-	No cost
Bachilleres	-	Cost (minimal)

Glossary:

The CONEVyT

The main challenge of The National Council for Lifelong Learning and Work skills is that Mexican population finishes the basic educational level by setting up an efficient National Educational System that will provide lifelong education as well as continuing and permanent training options. Based on community needs and demands, the system will serve to develop the appropriate learning skills to gain specific knowledge thus achieving learning goals. In addition, it will provide diversified educational options to rural and private sectors in all school levels in order to facilitate the free transit between formal and non-formal educational modalities in the work field.

Basic Education

It is compulsory and complimentary from 1st to 9th grades

Primaria

Elementary School from 1st to 6th grades

Secundaria

From 7th to 9th grades.

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Bachilleres -

Three last years of High School (10th to 12th grades)

Educational Program for Youth and Adults

The Basic Educational Program for Youth and Adults is addressed for Mexicans living abroad and to population of 15 years old or older, who do not know how to read and write or do not have finished Primary and/or Secondary School.

Mexican Consulate

The Mexican Government representation encompasses 45 consulates in the United States located in areas with a large concentration of Mexican population.

Institute of Mexican Communities Abroad (IME)

The Mexican Government created the Institute for Mexicans Abroad, which task is to strengthen the ties between Mexico and the Mexican communities in the United States. Each Mexican consulate in the US has a representative of the IME.

Knowledge Areas

A Knowledge area is defined as an educational field, interrelated with economic, geographical, social, and historical aspects. The concept of knowledge area is a wider concept in comparison with a subject. According to science and methodology, the knowledge area is a group of numerous disciplines considered part of rigorous elements to transmit scientific knowledge. The fragmentation of isolated subjects, allows the integral and functional learning and comprehension of common principles. An area is not a science, but an interdisciplinary approach.

The Basic Education areas are the following:

- Language and Communication
- Mathematics

- Natural Sciences
- Social Sciences

1. Tutorial Session and Study Circles or Groups

It is a way of studying in which one or more pupils gather along with their tutor to comment on what they have studied individually, answer questions, complete exercises, present or study a topic in depth, help the pupils who are behind, assess what they have learned, exchange and build new experiences and find out if pupils are ready to take their final exams.

Some characteristics of the tutorial sessions and study groups for Mexicans abroad are:

- A process in which pupils develop skills to learn how to learn
- More active than a traditional class because pupils learn from each other.
- Team work is the main axis of this process, but it requires individual effort as well
- Based on the experiences exchange to learn more, answer questions, discuss and reason.
- Learning is responsibility of all the study group members, not only the tutor's
- The starting point to acquire new knowledge is to recognize and relate what each student knows.
- Use the learnt knowledge and skills
- All available learning resources are used

Regional Workshops

Seminar-Workshop for Tutors and coordinators of the Plaza Comunitaria. The seminar-workshop takes place in different places in the United States.

National Workshop

They are held in Pátzcuaro, Mexico on July and October.

Educational Modules

The Basic Education for Mexican adults living abroad is modular. A module is the basic structural unit of an educational model in which the objectives are applied to gain knowledge and develop learning skills part of the Basic Educational Program. A module is a key element of an educational program to achieve the objectives of education.

Training Sets and Didactic Packs

Material needed for the initial training. There are 9 booklets and a box of didactic resources.

Initial Interview

It is the first instrument (TOOL) of the Diagnostic Assessment. It is helpful to find out what the student wishes to get from the Mexican educational program.

Mexican Certificate

It is a certificate issued by the National Institute for Adult Education with the support of the Ministry of Public Education, which is valid only in Mexico.

Equivalence Grids

The Equivalence Grids allow the placement of a student according to records of previous academic performance.

Commitment Document

It is an agreement that an organization signs with the Mexican consulate, in order to get ID codes and passwords to access the automatic printing and grading of exams at the CONEVyT Web Portal.