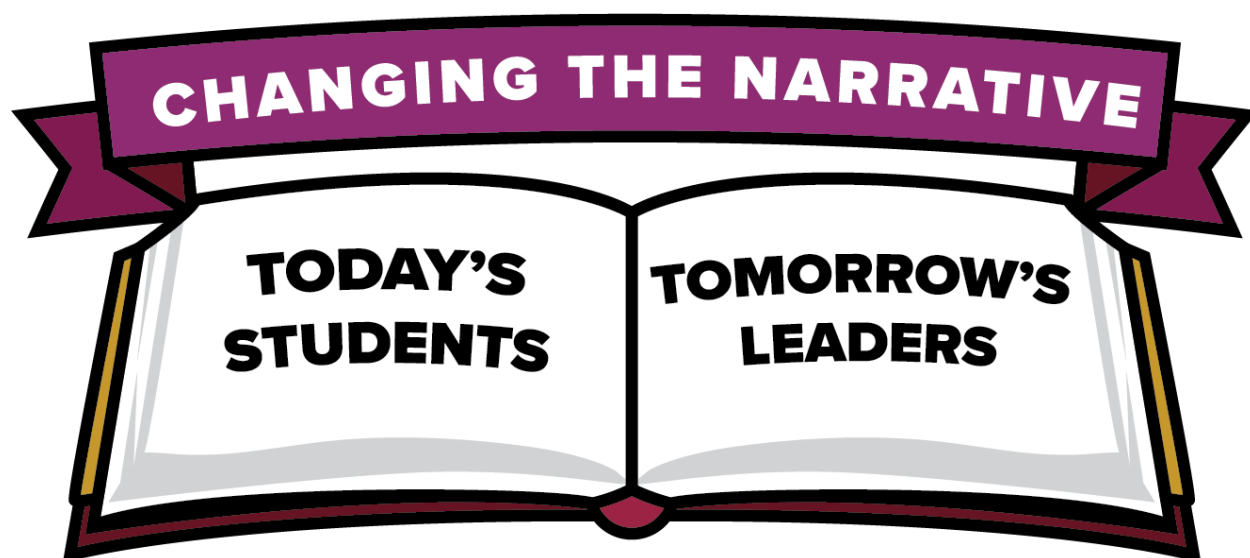




# 2026 Pre-Conference Handbook

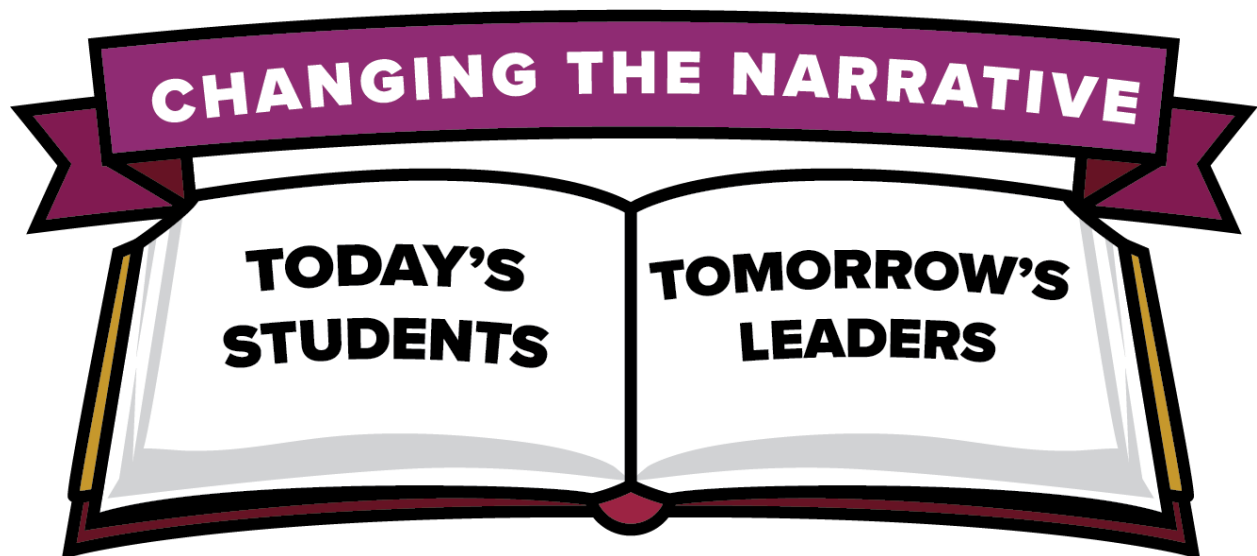


## **27th Annual MSAN Student Conference** **November 4-7, 2026**

The Cleveland Marriott East, Warrensville Heights, OH  
Hosted by Shaker Heights City School District

# Table of Contents

|                                   | Page |
|-----------------------------------|------|
| Information for Families          | 3    |
| Information for Chaperones        | 5    |
| Information for Student Delegates | 6    |
| Student Agreements                | 7    |
| Required Consent Form             | 8    |



<https://msan.wceruw.org/conferences/studentConf.html>

# MSAN STUDENT CONFERENCE INFORMATION FOR FAMILIES

The Multicultural Student Achievement Network (MSAN) is a multi-state coalition of school districts dedicated to elevating youth voices and expanding leadership capacity through learning, partnership, and research so that all students experience an inclusive and excellent education. To advance this work, MSAN annually hosts a student conference for high school students from network member districts.

We are so excited that your student will be a delegate to the 2026 MSAN Student Conference. This leadership conference is designed to provide skills and experiences that empower conference delegates --our *MSAN Scholars*--to lead and affect meaningful change in their schools and communities. Included below is critical information regarding conference expectations and dress code guidelines. Please carefully review this information with your student and be sure to complete all required MSAN forms and school forms.

## **Purpose of the Annual MSAN Student Conference**

During the MSAN student conference, teams of student leaders-- MSAN Scholars-- from member districts will:

- engage in discussions about challenges students of color face in their schools, districts, and communities;
- network with students from across the country;
- hear from community and student leaders and engaging panelists;
- visit and tour a college/university campus;
- share ideas and craft solutions to improve their schools, create spaces of belonging, and develop plans of action framed by data and research to implement in their schools after the conference.

## **Conference Readings, Guiding Questions & Materials**

Our hosts at Shaker Heights City School District (OH) have prepared readings and materials for your MSAN Student Conference team to review and discuss before the conference. These required readings and materials are available for download at <http://msan.wceruw.org/conferences/studentConf.html>. While no written responses are required, the materials and readings are intended to introduce the conference theme, ground students in preparation for the conference, and promote individual and group reflection. Some conference activities may reference required readings and materials, so it is important that chaperones and students review this information prior to arrival.

Additionally, MSAN staff and our research partners have prepared materials for students and chaperones to review to introduce Youth Participatory Action Research and some of the ideas and concepts we will cover at the conference that will serve as the foundation for this year's action planning and implementation. These materials can also be found at <http://msan.wceruw.org/conferences/studentConf.html>. MSAN is always working to improve our programming for schools and families, and one way we do that is through our youth voice-focused research practice partnership. Specifically, we partner with researchers at Michigan State University, including Dr. Jennifer Renick, for research and evaluation about MSAN. This means that by serving as a conference delegate, your student will participate in research activities both during and after the conference. Parents and students are required to

provide consent for research participation. Parents must complete consent forms, along with other required forms, before the conference. Students will provide consent during the conference.

### **Before the Conference**

- Complete, electronically sign, and submit the MSAN Student Conference Consent, Emergency Contact, and Medical Information Form. This is an electronic form and can be accessed [here](#). Be sure to note on the form any allergies or health conditions that might influence your student's conference participation. Complete and return to the designated staff at your school any additional district permission/consent form(s) that you received from your school.
- Complete, electronically sign, and submit the Research Participation Consent Form. This form will be emailed to the families of all registered conference attendees after registration is complete.
- Review dress code guidelines with your student.
- Work closely with your student and your district's conference chaperone to ensure a successful trip.

### **During the Conference**

- Please call or text your student **only during breaks or other times when conference activities are not occurring.** (*Please see the conference program for the full schedule*). This will help in our effort to model the appropriate use of technology during the conference.

### **After the Conference**

- Take time to discuss the conference experience with your student, including what they learned, what they enjoyed, and their ideas for improving the conference. Encourage your student to complete the conference evaluation form. Please feel free to email the MSAN Project Manager, Connie Showalter, at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu) with additional feedback. Review and discuss with your student the action plan their team created at the conference. Advocate for the implementation of the plan in your school district. For a copy of the plan, contact your student's chaperone or the MSAN Project Manager, Connie Showalter, at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu).

### **Conference Location**

The Cleveland Marriott East

Address: 26300 Harvard Rd, Warrensville Heights, OH

Phone: 216-378-9191

Web: <https://www.marriott.com/en-us/hotels/cleem-cleveland-marriott-east/overview/>

**Emergency Contact Information: Obtain and include below the cell numbers of the chaperones who will accompany your student. Save this document for your reference.**

Your District's Chaperone \_\_\_\_\_ Cell # \_\_\_\_\_

Your District's Chaperone \_\_\_\_\_ Cell # \_\_\_\_\_

# MSAN STUDENT CONFERENCE INFORMATION FOR CHAPERONES

Thank you for being a chaperone for the MSAN Student Conference. The role of the chaperone is critical to the success of this conference!

## Planning & Preparation

- Set the stage before the conference. Introduce the term *MSAN Scholars* and the idea that the student delegates from your district are joining a community of MSAN Scholars from around the country. Share the purpose and proposed outcomes for the conference.
- Review the contents of this document with all of the MSAN Scholars who will be attending the conference as delegates from your district.
- Ensure the families of student attendees have submitted all required forms and information, including: (1) MSAN Student Conference Consent, Emergency Contact, and Medical Information Form; (2) MSAN Research Participation Consent Form (will be emailed to families after registration); (3) All required school district forms
- The planning committee has selected several readings and materials for your team to review and reflect on before arrival at the conference. These required materials can be downloaded from <http://msan.wceruw.org/conferences/studentConf.html>. Be sure to review and discuss these materials with your students prior to arrival.
- Please plan to arrive between 3:30-5:30 p.m. ET on **Wednesday, Nov. 4, 2026**, to check in.
- Chaperones are responsible for ensuring that students adhere to all curfews at the conference site.

## Lead by Example at the Conference

- Promote an atmosphere of teamwork.
- Encourage and support positive attitudes.
- Arrive at all conference activities on time.
- Meet new colleagues and establish new contacts.
- Note that the dress code guidelines are for students *and* staff (see p. 5).
- Have fun!

## At the Conference Hotel - It takes a village!

- Be responsible for keeping noise levels at respectful levels in public areas and rooms.
- Model flexibility.
- Monitor the hotel halls and public areas during quiet hours (11:00 p.m.-7:00 a.m.).
- Know where your MSAN Scholars are **at all times**.

## Chaperone Checklist

- ☐ Ensure the families of all student attendees have submitted required MSAN and school district forms. Ensure you have reviewed all forms to ensure they are complete and you are aware of and have noted all allergies or health conditions that might influence your students' conference participation.
- ☐ Review the information posted to the "**For MSAN Chaperones**" section of the [student conference website](#). Pre-readings and helpful considerations will assist you in preparing yourself and your students to maximize the MSAN Student Conference experience.

# MSAN STUDENT CONFERENCE INFORMATION FOR STUDENT DELEGATES

Congratulations on being selected as a delegate from your school district for the 2026 MSAN Student Conference! You are joining a community of *MSAN Scholars* from around the country who are working to advance educational equity in their school districts.

Each year, students just like you help design the MSAN Student Conference. Support their leadership by reviewing the guidelines for behavior, dress code guidelines, and other conference details below.

## Planning, Preparation, Perfection

- Read this document with your chaperones, your family, and the other student delegates from your school district.
- The planning committee has selected several readings and materials for your team to review and reflect on before arrival at the conference. These required materials can be downloaded from <http://msan.wceruw.org/conferences/studentConf.html>.

## Dress Code Guidelines for Students and Chaperones

The suggested dress code guidelines for the conference range from Casual to Business Casual:

### BUSINESS CASUAL ATTIRE FOR CONFERENCE EVENTS OUTSIDE OF THE HOTEL

- Casual dress shirts, such as button-downs or polos. No T-shirts with advertisements or slogans that wouldn't be okay in school.
- Skirts, dresses, capris, dress shorts, business casual pants (for example, khakis). Jeans are not recommended.
- **Wear comfortable shoes for the campus visit – extensive walking is required. Flip-flops are NOT recommended.**

### CASUAL ATTIRE FOR CONFERENCE EVENTS INSIDE THE HOTEL

- All participants should wear clothing that will allow for comfortable movement.
- Shorts or skirts should be mid-thigh or longer. Sheer clothing requires appropriate underlayers. Pants or jeans should fit comfortably; belt loose-fitting pants/shorts. Gym shoes are okay.

Please remember to check the weather forecast to ensure you are dressed appropriately. Autumn weather in Cleveland can be unpredictable and can change very quickly. Rain or snow is a distinct possibility. We will also be touring a college campus, which will require extensive walking. **Make sure to wear appropriate footwear** (flip-flops are NOT recommended).

To request alternate transportation for the campus visit, please contact the MSAN Project Manager, Connie Showalter, at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu) or call (608) 263 - 1565.

## MSAN Student Conference Delegate Agreements

- MSAN Student Conference delegates agree to use technology appropriately during the conference. DO post appropriate conference updates on social media, and tag @MSANachieve. DON'T use your phone or device in a way that takes away from your experience, the experience of other delegates, or the experiences of our guest speakers.
- MSAN Student Conference delegates agree to a *strict* no alcohol, tobacco, or other drug policy during the entire conference.
- MSAN Student Conference delegates agree to socialize only in public spaces. Conference delegates are NEVER allowed to socialize in each other's rooms. Outside guests are not permitted at the conference. Family members who attend the conference need to register with MSAN as official conference volunteers.
- MSAN Student Conference delegates agree to cooperate with all reasonable requests made by adults affiliated with the conference.
- MSAN Student Conference delegates agree to follow all curfew rules.
- MSAN Student Conference delegates agree to keep shared spaces (e.g., hallways, stairwells) quiet and remain with the group at all times.

## MSAN Student Conference Delegates Are...

### MSAN Student Conference Delegates are **LEADERS**

- Express and discuss your ideas, views, and opinions.
- Think about how you will use the information you learn when you get home.
- Create a plan of action to implement in your school district.

### MSAN Student Conference Delegates are **DEPENDABLE**

- Attend all events and activities.
- Be on time.
- Complete tasks and assignments.
- Stay with chaperones.

### MSAN Student Conference Delegates are **REPRESENTATIVES OF THEIR SCHOOLS, FAMILIES, AND COMMUNITIES**

- Represent with pride!
- Wear your MSAN name tag at all times.
- Observe rules and curfews.

### MSAN Student Conference Delegates are **COMMUNITY BUILDERS**

- Cooperate with others.
- Give, accept, and use feedback effectively.
- Ask questions, network, and share information with peers, adults, and presenters.
- Stay involved and engaged.

### MSAN Student Conference Delegates are **FULL PARTICIPANTS**

- Be positive – it's contagious!
- Be Flexible.
- Ask Questions. Listen. Reflect.

## REQUIRED CONSENT FORMS

As a condition of attendance and participation at the 2026 MSAN Student Conference, the families of all student attendees must complete, electronically sign, and submit the following required consent forms PRIOR to the first day of the conference:

1. MSAN Student Conference Consent, Emergency Contact, and Medical Information Form
  - a. [ENGLISH](#) Consent, Emergency Contact, and Medical Information Form
  - b. [SPANISH](#) Consent, Emergency Contact, and Medical Information Form
  - c. ARABIC Consent, Emergency Contact, and Medical Information Form (coming soon!)
2. MSAN Research Participation Consent Form (will be emailed to families after registration is complete)
3. All required school district forms

The 2026 MSAN Student Conference planning team is excited to welcome our MSAN scholars and advisors to Ohio in November! For more information about the 2026 MSAN Student Conference, visit <https://msan.wcer.wisc.edu/student-conference/>.

For questions, contact MSAN Project Manager Connie Showalter at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu).

### ENGLISH Consent, Emergency Contact, Contact, and Medical Information Form



### SPANISH Consent, Emergency and Medical Information Form

