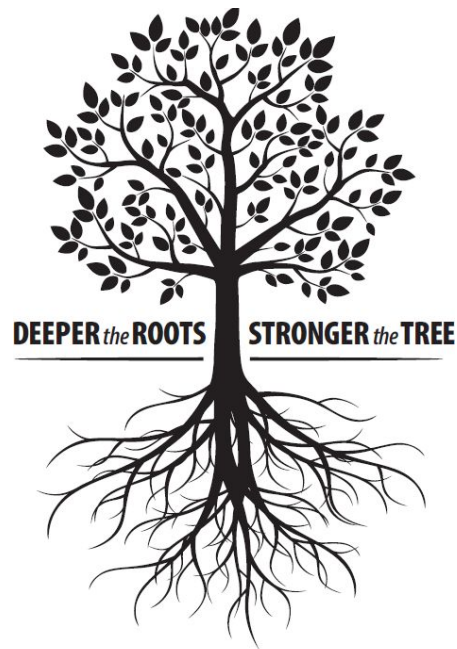


2018 Pre-Conference Handbook



Welcome to the 19th Annual MSAN Student Conference! October 24-27, 2018

Crowne Plaza Boston Newton Hotel, Newton, Massachusetts
Hosted by the Public Schools of Brookline

Purpose of the Annual MSAN Student Conference

During the annual MSAN student conference, teams of student delegates from member districts will become a community of student leaders--our *MSAN Scholars*--to:

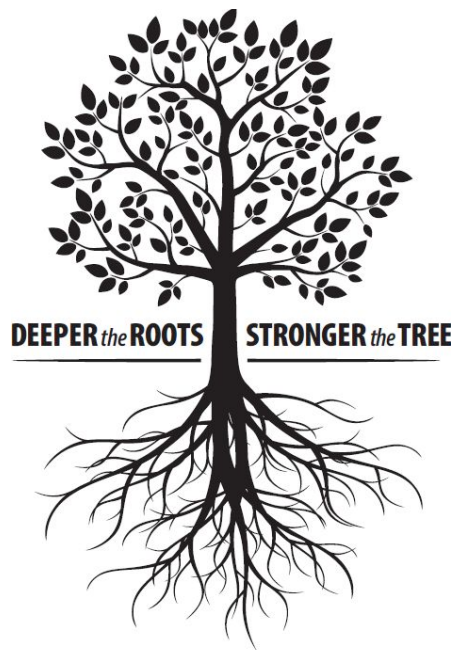
- engage in discussions about barriers students of color face in their schools and districts;
- network with students from across the country to craft solutions;
- share their ideas about how to motivate students and staff to meet their potential;
- develop plans of action to implement their ideas.

Conference Readings, Guiding Questions & Materials

Our hosts at The Public Schools of Brookline (MA) have prepared readings and materials for your MSAN Student Conference team to review prior to the conference. These required readings and materials are available for download at <http://msan.wceruw.org/conferences/studentConf.html>. While no written response to the questions is required, you may want to take notes on these materials as a way of preparing for the conference.

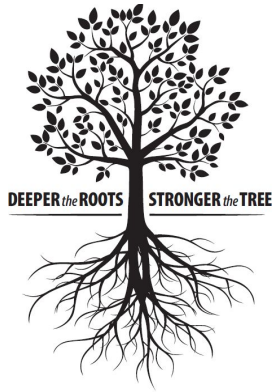
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[http://msan.wceruw.org/conferences/
studentConf.html](http://msan.wceruw.org/conferences/studentConf.html)

MSAN STUDENT CONFERENCE INFORMATION FOR FAMILIES



We are so excited that your child will be a delegate to the 2018 MSAN Student Conference. This leadership conference is designed to provide skills and experiences that delegates to the conference--our *MSAN Scholars*--will be able to build upon when they return from the conference.

Each year, we share conference expectations and dress code suggestions with delegates and their families. We ask that you please go over all of the information in this packet with your child.

Before the Conference

- Sign and return the two forms at the end of this packet: the MSAN Student Conference Consent Form and the Emergency Information Form.
- Sign and return any district permission/consent form(s) that you received from your school.
- Be sure your child's conference chaperone knows of any allergies or health conditions that might influence your child's conference participation.
- Review dress code guidelines with your child.
- Work closely with your child and your district's chaperone to ensure a successful trip.

During the Conference

- Please call or text your child **only during times noted in the conference program**. This will help in our effort to model appropriate use of technology during the conference.

After the Conference

- Take time to discuss the conference experience with your child. Email MSAN staff at msan@wcer.wisc.edu with feedback.
- Ask to see a copy of the action plan that your child and other delegates will create for your school district at the conference. Advocate for the implementation of the plan in your school district. For a copy of the plan, contact MSAN at msan@wcer.wisc.edu.

Conference Location

- Crowne Plaza Boston Newton Hotel
Address: 320 Washington St, Newton, MA 02458
Phone: (617) 969-3010
Web: <http://bit.do/cpnewton>

Emergency Contact Information

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 chaperone is critical to the success of this event!](#)

Planning & Preparation

- Set the stage before the event. Introduce the term *MSAN Scholars*, and the idea that the student delegates from your conference 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 students who will be attending the conference as delegates from your district.
- The planning committee has selected several readings for your team to review and reflect on prior to arrival at the conference. These required readings can be downloaded from <http://msan.wceruw.org/conferences/studentConf.html>.
- Please plan to arrive between 3:30-5:30pm on **Wednesday, Oct. 24, 2018** to check in.
- Chaperones are responsible for making sure 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 Your 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

- Bring to the conference a signed copy of the MSAN Student Conference Parental **Consent Form** and the **Emergency Information Form** for each of your students; be sure the forms are filled out in their entirety.
- Bring a list of any 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 at <http://msan.wceruw.org/conferences/studentConf.html>. Pre-readings and helpful hints will assist you in preparing yourself and your students to get the most out of the MSAN Student Conference.

MSAN STUDENT CONFERENCE INFORMATION FOR STUDENT DELEGATES

Congratulations on being selected as a delegate from your school district for the 2018 MSAN Student Conference! You are joining a community of *MSAN Scholars* from around the country who are working for 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 suggestions, 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 for your team to review and reflect on prior to arrival at the conference. These required readings 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 COLLEGE CAMPUS VISITS

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

CASUAL ATTIRE FOR ARRIVAL, INTRODUCTIONS, DAYTIME ACTION PLANNING AND EVENING GROUP TIME

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

Please remember to check the weather forecast you ensure you are dressed appropriately. October weather in Boston can be unpredictable and can change very quickly. Rain is a distinct possibility. We will also be touring college campuses, 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 msan@wcer.wisc.edu or (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 @MSAN_Achieve. DON'T use your phone or device in a way that takes away from your experience, the experience of other delegates, or the experience of our guest speakers.
- MSAN Student Conference delegates agree to a *strict* no alcohol, tobacco, or other drug policy at all MSAN events.
- 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 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.

MSAN STUDENT CONFERENCE CONSENT FORM (revised 5/25/2018)



Your child has been selected to represent _____ (name of district) at the annual Minority Student Achievement Network (MSAN) Student Conference to be held October 24-27, 2018 in Newton, Massachusetts. By signing this consent form you acknowledge that you have read the conference preparation material and grant permission for your child to attend. Included in the conference agenda is a campus tour.

Student's Name: _____

Signature of Parent/Legal Guardian: _____

Emergency Contact (phone number): _____

From time to time, reporters, photographers and videographers cover this very prestigious conference by taking photographs, videotaping, and/or interviewing students for educational documentaries or editorial uses. Please place an "X" below to indicate whether or not MSAN may use photos/videos/interviews in which your child appears.

____ Yes, I give my permission for photos/videos/interviews of my child to be used.

____ No, I do not give my permission for photos/videos/interviews of my child to be used.

Please return this form to the district chaperone. Thank You.

FORMULARIO DE PERMISO PARA LOS PADRES/TUTORES

Su hijo(a) ha sido seleccionado(a) para representar al distrito escolar _____ en la conferencia anual de la Red de Logros Académicos para Estudiantes Minoritarios (MSAN por sus siglas en inglés), que se llevará a cabo del 24 al 27 de octubre de 2018 en Newton, Massachusetts. Al firmar éste formulario de permiso, usted reconoce que ha leído el material de preparación para la conferencia y autoriza que su hijo(a) asista. El programa de la conferencia incluye una visita a colegio o universidad.

Nombre del estudiante: _____

Firma del padre/tutor: _____

Contacto de emergencia (número de teléfono): _____

A menudo, reporteros, fotógrafos y camarógrafos hacen la cobertura de ésta prestigiosa conferencia tomando fotos y/o entrevistando a los estudiantes para hacer un documental educativo o de uso editorial. Por favor marque abajo con una "X" indicando si usted autoriza o no que MSAN utilice fotos, videos y entrevistas, en las cuales aparezca su hijo(a)

____ Sí, permito que se usen fotos/videos/entrevistas de mi hijo(a)

____ No permito que se usen fotos/videos/entrevistas de mi hijo(a)

Por favor complete este formulario y devuélvalo al acompañante del distrito. Gracias.



MSAN Student Conference Medical/Emergency Information Form

Please complete the following in order to assist your child with any health problems and/or emergency.

1. Is your child presently under the care of a physician for any particular reason?

Yes____ No____

If yes, please explain:

2. Is there any medical limitations or conditions that would affect your child on this trip?

Yes____ No____

If yes, please explain:

3. Is there any medication, including over-the-counter medication, which your child needs to take while on this trip?

Yes____ No____

If yes, please explain what medication and for what reason:

4. Does your child have any known allergies?

Yes____ No____

If yes, please explain:

5. Date of last tetanus booster:



MSAN Student Conference Emergency Contact Information

Student's Name: _____

Date of birth: _____

Address: _____

Home phone: _____

Parent/Guardian: _____

Home phone: _____ Cell phone: _____

Parent/Guardian: _____

Home phone: _____ Cell phone: _____

If unable to reach parent/guardian in case of emergency, please contact:

Name: _____

Phone: _____

Family Physician: _____

Phone: _____

In case of an accident or serious illness, I understand that the school will contact me. If the school is unable to reach me, the chaperone in charge has my permission to obtain the services of a physician and/or hospital until I can be reached.

Insurance Company: _____

Policy Number: _____

Parent/Guardian Signature: _____

Información Médica



por la conferencia anual de la Red de Logros Académicos para Estudiantes Minoritarios (*MSAN por sus siglas en inglés*)

Favor de completar lo siguiente para poder auxiliar a su hijo(a) con cualquier problema de salud y/o emergencia.

1. ¿Su hijo(a) está bajo el cuidado de un médico por alguna razón en particular?

Sí _____ No _____

En caso de que la respuesta sea sí, por favor explique:

2. ¿Existen limitaciones o condiciones médicas que afecten a su hijo(a) en este viaje?

Sí _____ No _____

En caso de que la respuesta sea sí, por favor explique:

3. ¿Hay algún medicamento, incluyendo medicamentos sin prescripción médica, que su hijo(a) necesita tomar durante este viaje?

Sí _____ No _____

En caso de que la respuesta sea sí, por favor explique cuál medicamento y por cuál razón:

4. ¿Su hijo(a) tiene alguna alergia?

Sí _____ No _____

En caso de que la respuesta sea sí, por favor explique:

5. Fecha de la última vacuna de tétano:

Información del Contacto de Emergencia



**por la conferencia anual de la Red de Logros Académicos
para Estudiantes Minoritarios
(MSAN por sus siglas en inglés)**

Nombre del estudiante: _____

Fecha de nacimiento: _____

Dirección: _____

Teléfono de casa: _____

Padre/madre/tutor: _____

Teléfono de casa: _____ Teléfono celular: _____

Padre/madre/tutor: _____

Teléfono de casa: _____ Teléfono celular: _____

En caso que no sea posible contactar al padre/madre/tutor en una emergencia, por favor contacte a:

Nombre: _____

Teléfono: _____

Médico familiar: _____

Teléfono: _____

En caso de un accidente o enfermedad seria, entiendo que la escuela me contactará. Si la escuela no pudiera contactarme, el chaperón a cargo tiene mi permiso para que mi hijo(a) reciba los servicios de un médico y/o hospital hasta que puedan contactarme.

Compañía de seguro: _____

Numero de póliza: _____

Firma del padre/madre/tutor: _____