

Reach Boarding

Loomis Chaffee Student FAQ

What is REACH?

REACH Boarding is an online platform with whom Loomis Chaffee has partnered to manage boarding student movement on campus and off campus. REACH software offers students a way to sign in and out of the dorm, sign out and in from campus, and seek permission to travel off campus. Students can access the platform on any device (laptop, tablet, smartphone) and connect to the website or the app. Student login is the same as the one used for Veracross. Parents do not need to login and will interact with REACH through email only.

Website: loomis.reachboarding.com

How will we use REACH?

REACH will be our primary system for managing student departures from and returns to campus. Boarding students will use REACH to request permission to leave campus and REACH will manage the communication with adults to evaluate and typically approve the request. Faculty will use REACH for check ins and students must use REACH SISO (Sign In/ Sign Out) to communicate with the dorm about location during study hall, admission to the Health Center and anytime a student leaves campus. Day students will use REACH to indicate that they are here on campus or that they have left for the day.

How will students learn about using REACH?

New students will receive information from the Student Deans and will attend a session on REACH with their dorms during the first full week of classes. Information and links will be available on the student portal. Please contact Ms. Moger in the Student Life Office or your Class Dean with questions about this process. If you are having difficulty with the function of the app or website, contact IT. **Always ask questions first; don't just leave!**

How do parents interact with REACH?

Information for parents is on the parent portal. Parents will receive an email requesting their approval whenever a student wishes to leave campus and/or when they are hosting students. The parent can respond to that email with approval or call the Deans' Office with any clarifications or questions. Students should connect with parents to make a plan for getting responses from them whenever a student is seeking permission to go off campus. Remember that when students want a Leave Request for any elective travel off campus, students need a parent to click for approval on the email that REACH sends them.

Reach terminology and how it equates with our process and expectations:

Leave Requests- formerly known (and sometimes still known) as “Pers”- seeking permission to leave campus in a vehicle with parents, friends, non-LC adults, or in professional transportation

Leave Type: School Trip/Faculty Driver- includes Stu Acts, Errand or food w/ Advisor, Dorm trip

SISO- (Sign In Sign Out)- Students (Boarding and Day) use SISO whenever (walking or in a vehicle) they depart and return to campus, to go to the Health Center, and when they are out of the dorm during study hall.

Rollcall- Early Check In, Late Check In, Midday Weekend Check In in Dorms

How does a student gain approval to leave campus?

The student will generate the Leave Request. Once this request is submitted, emails to parents will go out asking for their approval. Once a parent clicks on the approval, an email to the host will go out. When we have that approval, the Dean’s Office, the OD, or dorm faculty can make the final approval. Students will then electronically SISO when you depart from campus.

Once a student’s leave is approved, can she just go?

Not quite. Once the leave is fully approved and the student is ready to leave, she must now use SISO to indicate that she will be physically leaving campus- **SISO to “Approved Leave.”**

Can parents give blanket permission for a student to ride with a certain people or in certain types of transportation whenever?

No (with the exception of faculty drivers). Parents will need to give permission for each trip. Therefore, planning ahead is highly recommended.

What if my parents are not available?

Whenever possible, students should discuss availability with parents and make permission arrangements well before the intended departure. If a complicated situation is upcoming (parents unavailable for extended time), the student should discuss the situation with their Dean so we can communicate with parents in advance and make any arrangements.

Can students ride with faculty without parent approval for the specific trip?

Yes- typically. Most boarding students have permission to ride with faculty. These students will simply sign out to take a Stu Acts or Athletics trip. They will submit a leave request for short trips with faculty, but this request will not require parental consent.

How do students indicate that they are back on campus?

Students must electronically SISO to “My Dorm” when they return from being off campus. Whenever students return to the dorm and faculty are on duty, it’s always a good idea to check in face to face.

When is the best time for a student to request an overnight Leave Request?

Students should request Leave early in the week before the weekend departure. Once the leave request is submitted by the student, parents (and host) will be able to approve and then Ms. Moger and the Dean’s Office will give final approval. As the student leaves campus that weekend, he/she must SISO.

Can a student still go see the OD for pers on a weekend?

Yes, the OD (faculty member on duty) will be available on Friday night, Saturday afternoon, and Saturday night. Students can go to the OD to generate a per, and if the request is approved by parents (and the host), the OD would be able to approve the per. The OD is located in the student center.

Can a student still see dorm faculty for pers?

Yes, for brief trips (taxi to Target, parents taking student out to dinner) but the ideal approach is to gain approval in the Dean’s Office during the week or see the OD over the weekend. Dorm Faculty do have the capacity to approve if a student is in a bind, but students should expect that the dorm and individual faculty members will set guidelines about when it is appropriate to request a Leave.

What is the difference between SISO and a Leave Request?

Use SISO for: movement on campus during study hall, walking to town (center only), Health Center admissions, athletics trips (away games), EVERY TIME YOU LEAVE CAMPUS (SISO to “Approved Leave” after you obtain full permission for a Leave Request)

Use Leave for: overnights, rides in vehicles with any driver (except scheduled LC events off campus), Stu Acts trips, cab/ Uber, vacation travel

What if a student falsifies information, asks someone to sign in for them, or uses Reach in a deceitful way?

The school would consider this to be a major rule violation if a student entered false information or impersonated another individual. It's important to understand all students must be sure they have complete and appropriate approval before departing and to ask questions first if they are uncertain. Always SISO when you leave and return to campus!