

Reach for Boarding Students- Keys for Usage

SISO- Sign In/ Sign Out

Students have the responsibility to update SISO to communicate with dorm faculty (and deans). This function will have multiple uses.

Students must use SISO **whenever** you leave campus and return to campus (Off-Campus options are Town, Athletics/Debate etc, or Approved Leave)

Approved Leave- ALWAYS use this option after getting a Leave Request approved .

My Dorm- Click this to indicate that you have returned from the per and are back on campus. Also, at night, use this to indicate presence in your own dorm during study hall.

Athletics/Debate. . . you are indicating presence on a required trip with team/ activity – be sure your dorm head knows your team / extracurricular group each term

Town Center- Windsor- use this SISO option for daytime walks to the town center. You need a Leave if you are going at night or riding in a vehicle

Health Center- Click on this if you are **admitted**, not just stopping through.

Day Student locations- Boarders don't use these- for Day Students only.

All other locations are intended for use during study hall only. Students control these sign outs and should click on “My Dorm” when they return from the location. @meeting to be used for Stu Co, Peer Counselors, study groups in a classroom building.

Leave Requests -

Students must always request a leave when they are departing campus in a vehicle for a non-required, non-scheduled event. You use leave for overnights, day trips, and short trips. Once you submit a leave request, emails will go out to adults who are responsible for you and will need to approve the request. **Confirm that your leave is approved with a face-to-face conversation with faculty/staff, typically Ms. Moger in the Student Life Office.** Then, when you are actually departing, use SISO to place yourself on Approved Leave. Switch back to My Dorm when your leave is over.

Requesting a Leave-

Leaves come in a few different categories that have various expectations and levels of adults who need to approve. When you need a host, you will be responsible for entering information about that host (the first time). You must include an accurate email address so the host gets the Reach email to approve of your visit. Once they have responded, you need to find an appropriate faculty/staff member (Dean's Office/ OD / Dorm Faculty, in that order) to review your information and gain approval. If all is in order, the faculty/staff will approve online and then you are free to depart campus at the appropriate time. Be sure to **SISO to Approved Leave** when you are ready to go.

LEAVE CATEGORIES:

School Trip/ Faculty Driver- this is for Stu Acts trips, team dinners, doing errands with your advisor, etc- any time you are riding with a faculty member for a non-required trip. Simply enter the information and you will be able to approve this per yourself- no parent or dean permission required for the individual trips.

Day Leave Under 4 Hours- this leave is for relatively short trips to public places- out to eat, movies, errands, Evergreen, etc. You will need parent approval but there is no host associated. Dean's Office has final approval (OD and dorm faculty can serve as proxy).

Day Leave Over 4 Hours- Longer day trips or visits to another person's house (even if shorter than 4 hours). Requires parent and host's permission before deans (OD, Dorm Faculty) will approve.

Weekend Overnight with Parents- can be to home or hotel. Parents must approve, followed by Dean's Office (OD, Dorm Faculty).

Weekend Overnight with Host- Visiting overnight anyone besides your own parents or guardians listed in Veracross. You must supply a host tagged with a **valid email address**, contact number, and the location of the visit. Approval needs to come from parents and the host before Dean's Office (OD) will evaluate and approve. Once you list a host once, you will be able to select from menu.

Special Permission- Dean's Ed Per- You must first come talk to your dean if you are ever requesting to miss obligations on an academic day for personal reasons (medical appts go through the HC, not the Dean's Office). If granted the Dean's Ed Per, you will bring a paper form around to your faculty for signatures indicating that you have made a plan for missed time. As with other overnight pers, you need to enter the Leave Request and gain approval from parents and host. When you submit your paper form and parent/ host has approved, the Deans' Office will give final approval.

Always SISO to Approved Leave when you depart from campus and SISO My Dorm when you return