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## Frequently Asked Questions/Quick tips for School Dismissal Manager (SDM)



### What is SDM?

SDM is a district wide student dismissal program designed specifically for Ridgefield Public Schools. Each school has a tailored format that fits the needs of their specific school schedule.

### What needs to be reported in SDM for middle school age students?

- Absences
- Late Arrivals
- Leaving Early
- Riding a bus to a friend's house.

### What are my SDM Default options other than an assigned bus?

- Parent Pick Up
- Walker

### If my child goes to Boys and Girls Club every day after school, can I choose that for the year?

- Yes, you can make this a recurring exception for the entire year.

### I am trying to make a recurring exception for more than 3 times a week, but the system will not accept it.

This is an SDM limitation. The way to work around it is to set up the recurring exception as two separate entries/schedules. For example, if your child is going to be a Parent Pick Up Car Line every day until the end of the year, you would select that exception and select Monday - Wednesday along with the appropriate dates and submit. Then go back and select the recurring exception again for Thursday - Friday, pick the appropriate dates and submit.

### What is the cut-off time that I can make an exception for the same day?

The cut-off time is 1:00 p.m. on a typical full school day. The cut-off time on Early Release days is 9:30 a.m.

### What is the difference between a default and an exception?

The default is your child's original district assigned bus number which you will find in PowerSchool. PowerSchool's district default bus assignments cannot be changed. However, when using SDM, you may alter the default by selecting Parent Pick Up or Walker. That said, if your child's plans change, you no longer need to report it unless your child is going to a friend's house. ***At the middle school level, the default is just what the student normally does, and we don't need to know if it differs. Middle schoolers are supposed to know what they are doing each day after school (at this level, communication is just between the parent and child).***

**Do I need to report if my child is doing something different after school (at regular dismissal time)?** No. Middle schoolers are responsible for knowing what they are supposed to be doing each day after school and that does not need to be reported. The only exception for regular dismissal time that should be input into SDM is if your child is riding a bus to a friend's house. If your child is being picked up by you or a friend's parent, after school (at regular dismissal time), that does NOT need to be reported.

**Do I need to report if my child is being picked up after school instead of riding the bus?** No. You may pick up your child any day after school and do NOT need to input that into SDM. You only need to report it if you are picking your child up **before regular dismissal time**, which is 2:50 pm.

### What if I miss the cut-off and have to make a change/exception after the cut-off time?

Changes after the cut-off time are **strongly discouraged** as we have found the communication between the office, student, teacher and bus driver are at a disadvantage due to time constraints. We will, however, honor emergencies only. Please call the main office for assistance.

**Can I pick up my child any time from school unexpectedly?**

Unexpected pickups are **strongly discouraged** unless it is an emergency. We ask that you please plan ahead, with your child, especially for prearranged doctor appointments, etc.

**What if I have to pick up my child during regular school hours for an appointment but plan to bring him/her back?**

Select the **“Leaving Early”** option and answer accordingly. Please also note the pick up time, estimated return time, and who will be picking up your child. Please remind your child to sign back in at the main office upon returning to school.

**School is already in session and I haven’t received my username and password.**

Please contact our main office secretary, Lauren Canizares at (203) 894-5725 x3350 or Carolyn Hamiltoni/Attendance Coordinator & Counseling Center Secretary 203-894-5725, x3417. If you have any more questions, please do not hesitate to call.

**Everything you need to know about Arrive/Early Dismissal for Scotts Ridge Middle School...**

- A typical full day at Scotts Ridge Middle School is from 8:00 am - 2:50 pm.
- Early morning student drop offs are not allowed to enter the school before 7:45 am.
- Students are considered tardy if not in their Homeroom by 8:00 a.m and will need to sign in with the Main Office before going to class.
- Students are considered absent for the day if arriving after 11:30 am.
- Students leaving before 11:30 am will be marked absent for the day.
- Early pick up (any time before 2:15 pm), will be considered a curbside pick up. Parents will need to call the Main Office to let us know they have arrived. Please wait by the flagpole entrance and wait for your child to be dismissed by Security/Main Office.

**Anticipated/Scheduled Early Dismissals are from 8:00 am - 11:05 am.** All scheduled Early Dismissal/PD Days for teachers are noted on the **District Calendar located under Events**, which can be found on the **Ridgefield.org** website. Please plan accordingly.

**Unanticipated/Emergency Early Release/Dismissal procedures are as follows: (storms, power outages, etc.)**

Should there be an unplanned Early Dismissal, due to inclement weather, power outages, etc., you will be notified by the District Office and/or Bus Company via email, phone etc. for instructions and procedures. All families should have an emergency plan set in place during emergency closures. Depending on the closure, the Boys and Girls Club may also be closed. Communication should be between the Boys and Girls Club and the parent.

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