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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 is the cut-off time that I can make a dismissal change/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 9:00 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.

The default can not be changed. An exception is a change for a particular day. The only dismissal exceptions that need to be reported for middle schoolers in SDM are: leaving early (you are picking your child up before the end of day) or if your child is riding a bus to a friend's house. You will also find "Absent", "Late Arrival", and "Leaving Early, Coming Back" under Exceptions.

**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 a friend's parents **after school (at regular dismissal time)** that does not need to be reported.

**Do I need to report if I am picking up my child after school?** 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 if you are picking your child up before regular dismissal time.

**Can I change my default to pick up? (if I want to pick up my child after school every day).** You do NOT need to change your default if you plan to pick up your child after school every day.

### 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/sickness as per COVID restrictions. We ask that you please plan ahead especially for prearranged doctor appointments, etc.

In case of an emergency, if it is before 1:00p.m., please use the "leaving early, not coming back" exception in SDM. Also, call the main office at 203-894-5500 to let us know you are coming and at what time. Then, pull up to the front of the school and stay in your car. We will send your student out to you once you arrive. If it is after 1:00p.m.(the cutoff time), you will need to enter the front vestibule with a mask on and sign out your child with the security guard. We will then call for your child and have them meet you at the front of the school.

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

You will find a "**Leaving Early, Coming Back**" option in "Add Exception" where you will input your pick up time, estimated return time as well as who will be picking up your child (this will not affect any exceptions already set up for later that day). If you are NOT planning on bringing your child back, then please use the "**Leaving Early, NOT Coming Back**" exception.

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

You must contact the main office secretary, Cecilia Rosevalt at (203) 894-5500 or Laura Zandri/Guidance Secretary 203-894-5500, option 3. If you have any more questions, please do not hesitate to call the Main Office.