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



What is SDM?

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

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

Please contact Mrs. Lauren Canizares, our Main Office Administrative Assistant, at (203) 894-5725 x3350 or Carolyn Hamilton, our Guidance/Attendance Administrative Assistant at x3417.

Why can't I sign in with my SDM App this year?

You must delete the old SDM app and upload the latest version from the App Store.

What time should I put in an absence or tardy and what is the cut-off time to make a dismissal change/exception?

Absence and Tardies should be in no later than 9:00 a.m. However, the cut-off time for a dismissal change/exception is 1:30 p.m. on a typical full school day. Please refer to the Ridgefield.org website to view our district school calendar so that you can plan in advance for scheduled early release days. The cut-off time to make an exception on an early release day is also by 9:00 a.m.

What if I miss the 1:30 p.m. cut-off time and have to make a change or exception after that 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 restraints. We will, however, honor emergencies so please contact the main office for assistance.

What is the difference between a default and an exception?

A default is your child's original district assigned bus number which you will find in PowerSchool, under the Transportation Tab. You will not see your child's assigned bus number in SDM. An exception is any modification you make to that default. For example, your child will ride a different bus because they will be riding home with a friend. Please note, we will not accept those types of changes after 1:30 p.m. unless it is an emergency.

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

Unexpected pickups are strongly discouraged unless it is an emergency/sickness. Please use the "**Leaving Early**" option under the exceptions tab on the SDM home screen. We ask that you please plan ahead, especially for prearranged doctor appointments, bus changes, etc.

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

You will find a "**Leaving Early**" under the "Add Exception" tab on the SDM homescreen and follow the prompts (this will not affect any dismissal exceptions already set up for later that day). If you are NOT planning on bringing your child back, then please use the same tab and answer the prompted questions accordingly.

If you have trouble logging in or have any more questions, please do not hesitate to call the Main Office.

Everything you need to know about Arrival/Early Dismissals for Scotts Ridge Middle School...



- . A typical full day at Scotts Ridge Middle School is from 8:00 a.m. - 2:50 p.m.
- . Early morning student drop offs are not allowed to enter the school before 7:45 am.
- . Attendance is taken at 8:00 am SHARP, in the homeroom, each day.
- . Students are considered tardy any time after 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 a.m.
- . Students leaving before 11:30 a.m. will be marked absent for the day.
- . Early pick up (any time before 2:30), will now be considered a curbside pick up. Parents will need to call the main office to let us know they have arrived. Please pull up to the main entrance and wait for your child to be dismissed by the Security Guard/Main Office.
- . Parent Pickup Car Line starts at 2:50 pm. Remember to specify who will be picking up your child.

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

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 the Bus Company via email, phone, etc. for instructions and procedures. ALL AFTER SCHOOL RELATED ACTIVITIES, PPT Meetings, etc. will be cancelled and students will be sent home on their DEFAULT BUS unless the main office staff is otherwise notified in writing of an alternate plan by **10:00 a.m.** Depending on the closure, the Boys and Girls Club may also be closed. In that case, they should be contacting you directly. **All families should have an emergency plan set in place during emergency closures.**