



Contact:
 Office of Communications
 651-767-8110
 claire.noack@spps.org

The Bridge is the official internal newsletter for Saint Paul Public Schools posted at spps.org/thebridge. Items for the Bridge should be submitted no later than the Thursday before publication. See the full 2022-23 schedule below.

Note: All submissions **must be submitted directly to The Bridge website at spps.org/thebridge.**

How to Submit an item to The Bridge

1. Log into spps.org with your Active Directory username (your employee id exxxxxx) and password to submit a post for inclusion in The Bridge.

The screenshot shows the Saint Paul Public Schools website interface. At the top, there is a navigation bar with the school logo and name, a 'For Staff' button, and social media links. Below this is a secondary navigation bar with menu items: HOME, STAFF RESOURCES, THE BRIDGE, STAFF DIRECTORY, SPPS APPS, DIGITAL CITIZENSHIP MANUAL, and HOW WE TEACH. The main content area displays a login form titled 'ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.' The form includes instructions for users, a 'User Name' input field, a 'Password' input field, and 'Sign In' and 'Forgot My Password' buttons.

Saint Paul Public Schools

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 Saint Paul Public Schools, District 625 | 360 Colborne Street, Saint Paul, MN, 55102 | 651-767-8100
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2. After you have logged in, visit spps.org/thebridge, and click on the “Add” button located below the desired section for your post: Action Items, Department News or Brag Board.

HOME STAFF RESOURCES THE BRIDGE STAFF DIRECTORY SPPS APPS DIGITAL CITIZENSHIP MANUAL

Action Items

Action Items require a response or action due to law, policy, procedure, board action or other requirement; or voluntary but crucial actions such as grant opportunities. To submit an Action Item for The Bridge, click the Add button below.

Principals, clerks, counselors: Student Placement Center's Student Enrollment Management System (SEMS) Survey

The Student Placement Center will be sending principals, clerks and counselors an emailed link with a brief survey on access and use of the web-based student enrollment management system. Staff are asked to complete and submit to assist in future enhancements.

Elementary clerks: Half-day Pre-K morning and afternoon enrollment designations

Elementary clerks will receive notification from the Student Placement Center (SPC) with morning and afternoon Pre-K assignments based on transportation routing, childcare, extended care programming and parent requests. Staff are asked to contact SPC with updates before leaving for the summer. Written notifications will be mailed to families in June and CAMPUS enrollment updates will follow.

Add



3. Include a **headline**, **teaser text** (a sentence of two to attract readers to your submission), and the main content of your submission (with links or photos, if applicable).

thebridge@spps.org

NEW HEADLINE

Headline **Headline Body** Author

* Title:

Teaser Text (optional):

Accent image (optional)
Displayed to the left of the title.

Height:

Width:

Alt Text:

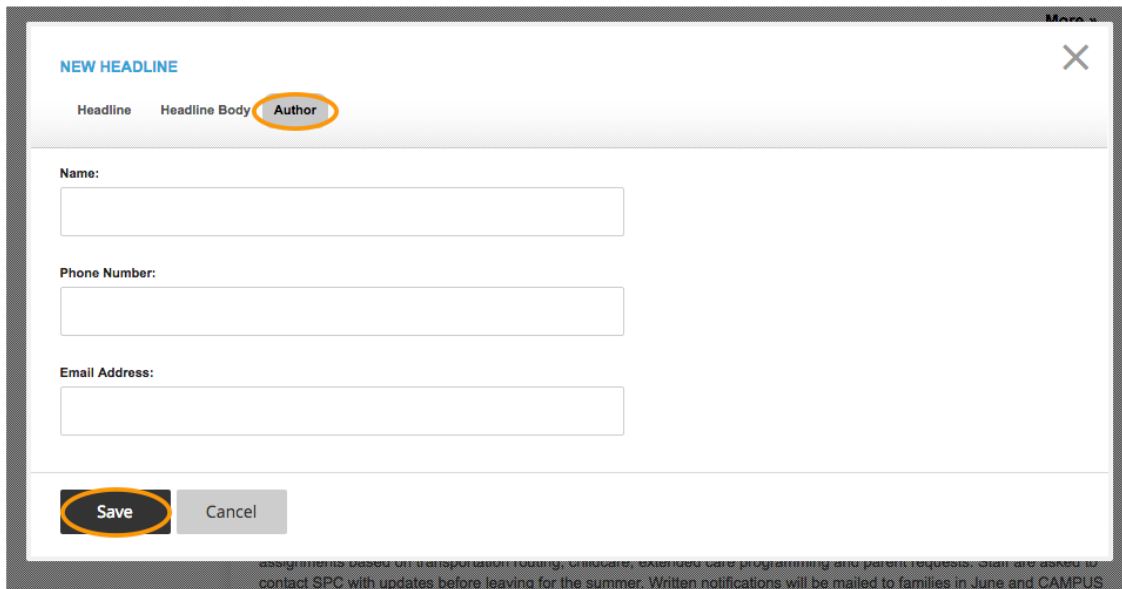
-When will this item be displayed?

Start Date:
 :

End Date:
 :



- Once that is completed, fill out the **author information including your name, phone number and email address.**



The image shows a web form titled "NEW HEADLINE" with a close button (X) in the top right corner. Below the title are three tabs: "Headline", "Headline Body", and "Author". The "Author" tab is selected and highlighted with a yellow circle. The form contains three input fields: "Name:", "Phone Number:", and "Email Address:". At the bottom left, there are two buttons: "Save" (highlighted with a yellow circle) and "Cancel".

- Click Save.

Note: All submissions must include author information so staff know who to contact if they have questions.

Please make sure to proofread your posts for plain language, proper spelling and grammar. Once submitted, Communications will review the information before it appears on the website.

If you have additional questions about submitting an item to The Bridge, please view this how-to guide or email claire.noack@spps.org.

Submissions are accepted for the following categories:

- **Action Items:** Items require a response or action due to law, policy, procedure, board action or other requirement; or voluntary but time-sensitive actions.
- **Department News and Announcements:** General department news, voluntary staff development or training opportunities, surveys, award nominations or other opportunities to volunteer or get involved.
- **Brag Board:** Employee awards, retirement announcements for staff with more than 20 years of service to SPPS, student awards and accomplishments, grants received, school-specific news items.



Any event or program announced in The Bridge must be submitted by a school or district employee. If an event or program submitted for publication is sponsored by a non-school district organization, it must be an activity adopted by a school or district department and must include a district contact number.

The Bridge may not be used to promote school, department or program fundraisers at SPPS, or to promote private, nonprofit or individual fundraisers or advertisements.

The Office of Communications will make the final determination if a submission meets the publication's established guidelines. Communications staff reserves the right to edit or deny publication of any material submitted for publication in the newsletter without notice.

2022-23 Deadlines for Submissions	2022-23 Publication Dates
Thursday, August 25	Sunday, August 28
Thursday, September 1	Monday, September 5
Thursday, September 8	Sunday, September 11
Thursday, September 15	Sunday, September 18
Thursday, September 22	Sunday, September 25
Thursday, September 29	Sunday, October 2
Thursday, October 6	Sunday, October 9
Thursday, October 13	Sunday, October 16
Thursday, October 20	Sunday, October 23
Thursday, October 27	Sunday, October 30
Thursday, November 3	Sunday, November 6
Thursday, November 10	Sunday, November 13
Thursday, November 17	Sunday, November 20
Tuesday, November 22	Sunday, November 27
Thursday, December 1	Sunday, December 4
Thursday, December 8	Sunday, December 11
***** NO BRIDGE DURING WINTER BREAK *****	



Thursday, December 29	Monday, January 2
Thursday, January 5	Sunday, January 8
Thursday, January 12	Monday, January 16
Thursday, January 19	Sunday, January 22
Thursday, January 26	Sunday, January 29
Thursday, February 2	Sunday, February 5
Thursday, February 9	Sunday, February 12
Thursday, February 16	Monday, February 20
Thursday, February 23	Sunday, February 26
Thursday, March 2	Sunday, March 5
Thursday, March 9	Sunday, March 12
Thursday, March 16	Sunday, March 19
Thursday, March 23	Sunday, March 26
***** NO BRIDGE DURING SPRING BREAK *****	
Thursday, April 6	Sunday, April 9
Thursday, April 13	Sunday, April 16
Thursday, April 20	Sunday, April 23
Thursday, April 27	Sunday, April 30
Thursday, May 4	Sunday, May 7
Thursday, May 11	Sunday, May 14
Thursday, May 18	Sunday, May 21
Thursday, May 25	Monday, May 29
Thursday, June 1	Sunday, June 4
Thursday, June 8	Sunday, June 11
***** NO BRIDGE DURING SUMMER BREAK *****	

