



### Contact:

Office of Communications, Marketing and Development  
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The Bridge is the official internal newsletter for Saint Paul Public Schools posted at [spps.org/thebridge](http://spps.org/thebridge). Items for the Bridge should be submitted no later than the Thursday before publication. See the full schedule here.

**New this year:** All submissions **must be submitted directly to The Bridge website at [spps.org/thebridge](http://spps.org/thebridge)**. Staff will continue to review weekly emails to direct them to The Bridge website and its new content.

## How to Submit an item to The Bridge

1. Log in to [spps.org](http://spps.org) with your Active Directory username (your employee id exxxxxx) and password to submit a post for inclusion in The Bridge.
2. After you have logged in, visit [spps.org/thebridge](http://spps.org/thebridge), and click on the “Add” button located below the desired section for your post: Action Items, Department News or Brag Board.
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)**.
4. Once that is completed, fill out the **author information including your name, phone number and email address**.
5. 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 [thebridge@spps.org](mailto:thebridge@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 such as grant deadlines.
- **Department News and Announcements:** general department news, voluntary staff development or training opportunities, surveys, award nominations or other opportunities to volunteer or get involved.
- **Kudos:** Employee awards, presentations, new degrees and retirement announcements for staff with more than 20 years of service to SPPS; student awards, accomplishments and other recognitions; 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, Marketing & Development will make the final determination if a submission meets the publication’s established guidelines. CMD staff reserves the right to edit or deny publication of any material submitted for publication in the newsletter without notice.

Any items received after the deadline will be held for the next issue. All items will run for one issue unless otherwise specified.

Deadline for submissions	Publication date
Thursday, August 23	Monday, August 27
Thursday, August 30	Tuesday, September 4
Thursday, September 6	Monday, September 10
Thursday, September 13	Monday, September 17
Thursday, September 20	Monday, September 24
Thursday, September 27	Monday, October 1
Thursday, October 4	Monday, October 8



Thursday, October 11	Monday, October 15
Thursday, October 18	Monday, October 22
Thursday, October 25	Monday, October 29
Thursday, November 1	Monday, November 5
Thursday, November 8	Monday, November 12
Thursday, November 15	Monday, November 19
Tuesday, November 20	Monday, November 26
Thursday, November 29	Monday, December 3
Thursday, December 6	Monday, December 10
Thursday, December 13	Monday, December 17

**\*\*\*\*\* NO BRIDGE DURING WINTER BREAK \*\*\*\*\***

Thursday, December 27	Wednesday, January 2
Thursday, January 3	Monday, January 7
Thursday, January 10	Monday, January 14
Thursday, January 17	Monday, January 21
Thursday, January 24	Monday, January 28
Thursday, January 31	Monday, February 4
Thursday, February 7	Monday, February 11
Thursday, February 14	Tuesday, February 19
Thursday, February 21	Monday, February 25
Thursday, February 28	Monday, March 4
Thursday, March 7	Monday, March 11
Thursday, March 14	Monday, March 18
Thursday, March 21	Monday, March 25

**\*\*\*\*\* NO BRIDGE DURING SPRING BREAK \*\*\*\*\***



Thursday, April 4	Monday, April 8
Thursday, April 11	Monday, April 15
Thursday, April 18	Monday, April 22
Thursday, April 25	Monday, April 29
Thursday, May 2	Monday, May 6
Thursday, May 9	Monday, May 13
Thursday, May 16	Monday, May 20
Thursday, May 23	Tuesday, May 28
Thursday, May 30	Monday, June 3
Thursday, June 6	Monday, June 10

