



Contact:
Office of Communications
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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 schedule here.

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 in to 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 links for 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' field, a 'Password' field, and 'Sign In' and 'Forgot My Password' buttons.

Saint Paul Public Schools

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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 or 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".

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.

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.
- **Brag Board:** 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 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.

Deadline for submissions	Publication date
Thursday, August 22	Monday, August 26
Thursday, August 29	Tuesday, September 3
Thursday, September 5	Monday, September 9
Thursday, September 12	Monday, September 16
Thursday, September 19	Monday, September 23
Thursday, September 26	Monday, September 30
Thursday, October 3	Monday, October 7
Thursday, October 10	Monday, October 14
Thursday, October 17	Monday, October 21
Thursday, October 24	Monday, October 28
Thursday, October 31	Monday, November 4
Thursday, November 7	Monday, November 11
Thursday, November 14	Monday, November 18
Tuesday, November 19	Monday, November 25
Thursday, November 28	Monday, December 2



Thursday, December 5	Monday, December 9
Thursday, December 12	Monday, December 16
***** NO BRIDGE DURING WINTER BREAK *****	
Thursday, December 26	Wednesday, January 1
Thursday, January 2	Monday, January 6
Thursday, January 9	Monday, January 13
Thursday, January 16	Monday, January 20
Thursday, January 23	Monday, January 27
Thursday, January 30	Monday, February 3
Thursday, February 6	Monday, February 10
Thursday, February 13	Tuesday, February 18
Thursday, February 20	Monday, February 24
Thursday, February 27	Monday, March 2
Thursday, March 6	Monday, March 9
Thursday, March 13	Monday, March 16
Thursday, March 20	Monday, March 23
***** NO BRIDGE DURING SPRING BREAK *****	
Thursday, April 3	Monday, April 6
Thursday, April 9	Monday, April 13
Thursday, April 16	Monday, April 20
Thursday, April 23	Monday, April 27
Thursday, April 30	Monday, May 4
Thursday, May 7	Monday, May 11
Thursday, May 14	Monday, May 18
Thursday, May 21	Tuesday, May 26



Thursday, May 28	Monday, June 1
Thursday, June 4	Monday, June 8

