



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 2021-22 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

© Copyright 2019 Saint Paul Public Schools. All Rights Reserved.
 Saint Paul Public Schools, District 625 | 360 Colborne Street, Saint Paul, MN, 55102 | 651-767-8100
communications@spps.org | NON-DISCRIMINATION NOTICE | ADA COMPLIANCE



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:

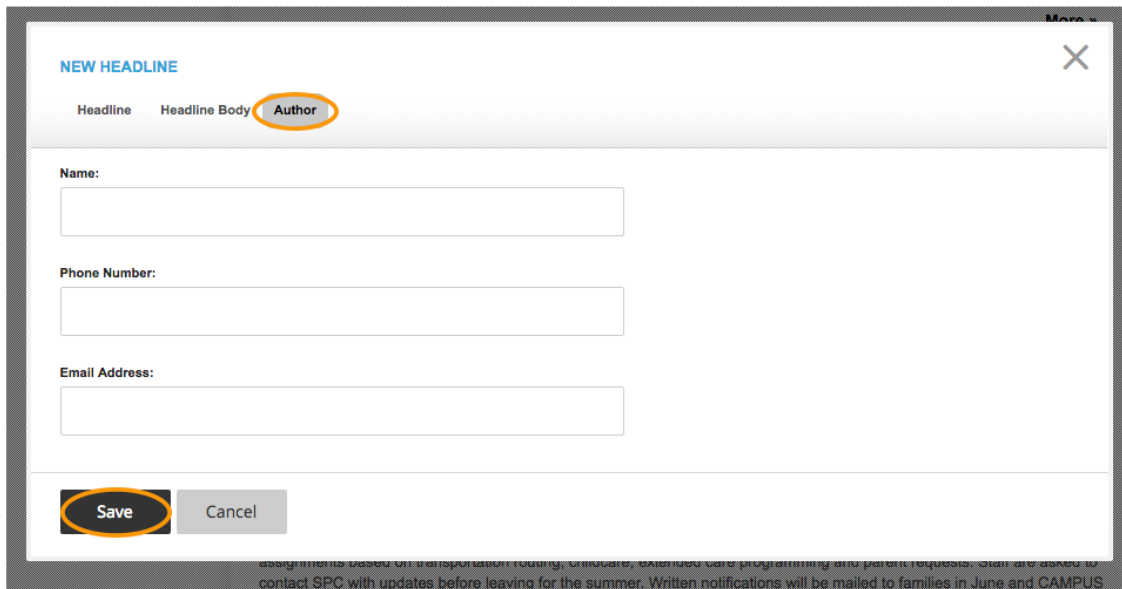
When will this item be displayed?

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 an orange circle. The form contains three input fields: "Name:", "Phone Number:", and "Email Address:". At the bottom left, there are two buttons: "Save" (highlighted with an orange 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 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.

2021-22 Deadlines for Submissions	2021-22 Publication Dates
Thursday, August 26	Monday, August 30
Thursday, September 2	Tuesday, September 7
Thursday, September 9	Monday, September 13
Thursday, September 16	Monday, September 20
Thursday, September 23	Monday, September 27
Thursday, September 30	Monday, October 4
Thursday, October 7	Monday, October 11
Thursday, October 14	Monday, October 18
Thursday, October 21	Monday, October 25
Thursday, October 28	Monday, November 1
Thursday, November 4	Monday, November 8
Thursday, November 11	Monday, November 15
Thursday, November 18	Monday, November 22
Tuesday, November 23	Monday, November 29



Thursday, December 2	Monday, December 6
Thursday, December 9	Monday, December 13
Thursday, December 16	Monday, December 20
***** NO BRIDGE DURING WINTER BREAK *****	
Thursday, December 30	Monday, January 3
Thursday, January 6	Monday, January 10
Thursday, January 13	Tuesday, January 18
Thursday, January 20	Monday, January 24
Thursday, January 27	Monday, January 31
Thursday, February 3	Monday, February 7
Thursday, February 10	Monday, February 14
Thursday, February 17	Tuesday, February 22
Thursday, February 24	Monday, February 28
Thursday, March 3	Monday, March 7
Thursday, March 10	Monday, March 14
Thursday, March 17	Monday, March 21
Thursday, March 24	Monday, March 28
***** NO BRIDGE DURING SPRING BREAK *****	
Thursday, April 7	Monday, April 11
Thursday, April 14	Monday, April 18
Thursday, April 21	Monday, April 25
Thursday, April 28	Monday, May 2
Thursday, May 5	Monday, May 9
Thursday, May 12	Monday, May 16
Thursday, May 19	Monday, May 23



Thursday, May 26	Tuesday, May 31
Thursday, June 2	Monday, June 6
***** NO BRIDGE DURING SUMMER BREAK *****	

