



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

The Bridge is Saint Paul Public Schools' official internal newsletter published bi-monthly on Staff.SPPS.org.

Items for the Bridge should be submitted **no later than the Tuesday before publication** via email at thebridge@spps.org. Not all submissions will be accepted. Some cabinet members require that their staff seek approval for the item before submitting. Please ask your supervisor if this is the case.

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 crucial actions such as grant opportunities.
- **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; 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. The department reserves the right to edit or deny publication of any material submitted for publication in the newsletter.

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



Deadline for submissions	Publication date
Monday, August 22	Monday, August 29
Monday, August 29	Tuesday, September 6
Tuesday, September 6	Monday, September 12
Monday, September 12	Monday, September 19
Monday, September 19	Monday, September 26
Monday, September 26	Monday, October 3
Monday, October 3	Monday, October 10
Monday, October 17	Monday, October 24
Monday, October 31	Monday, November 7
Monday, November 14	Monday, November 21
Monday, November 28	Monday, December 5
Monday, December 12	Monday, December 19
***** NO BRIDGE DURING WINTER BREAK *****	
Monday, December 26	Tuesday, January 3
Monday, January 9	Tuesday, January 17
Monday, January 23	Monday, January 30
Monday, February 6	Monday, February 13
Tuesday, February 21	Monday, February 27
Monday, March 6	Monday, March 13
Monday, March 20	Monday, March 27
***** NO BRIDGE DURING SPRING BREAK *****	
Monday, March 27	Monday, April 10
Monday, April 17	Monday, April 24
Monday, May 1	Monday, May 8
Monday, May 8	Monday, May 15
Monday, May 15	Monday, May 22
Monday, May 22	Tuesday, May 30

