



In order to deliver information and academic materials to you and your student during this period, we will need you to do several things. Please read the following carefully.

First, we ask that parents please send an email from the email address that you prefer us to use to (sspivey@indianolaacademy.org or cputnam@indianolaacademy.org and cmason@indianolaacademy.org. Please include your student(s) name(s) and grade level(s). This will help us communicate quickly to everyone and insure we have the correct emails.

Many of our faculty will be communicating and providing lessons and assignments using STI. This will be done through the Chalkable application. **The Chalkable application can only be accessed through the student's page on STI.** You or your student may be signing into STI through the student's page. If this is the case you will be able to see the Chalkable tab in the upper right and do not need to do anything else. If you or your student are signing into STI on the parent's page you will not see the Chalkable tab on the upper right and your student **cannot access Chalkable**. To sign into the student portal, you will need the student's user name and password. If your student does not know their user name and password, please email the principals (sspivey@indianolaacademy.org, cputnam@indianolaacademy.org, cmason@indianolaacademy.org) who have a list that contains the user name for your student. They will email you the user name and password for your student. This password will be one that you will have to change when you first login. This is done to protect the privacy of the student. You will be given instructions on the requirements a password must meet. At that time the student will have access to the Chalkable tab in the upper right corner of the STI page. All students in all grades will need to be able to access Chalkable to receive instructional materials and assignments.

We have assigned our students in grades 6-8 an Indianola Academy email address. The teachers will use their email address to send messages and deliver academic information. Parents can email the principals (cputnam@indianolaacademy.org, cmason@indianolaacademy.org) and receive email address and passwords. Students will have to change the password at first login. Please remind your student to check their emails often so that they will not miss information.

We will send out a schedule for parents of Pre-K – 8th students to pick up packets prepared by the teachers with assignments and worksheets and clear lockers. For safety reasons we ask that parents not gather in the building or parking lot. Mrs. Spivey, Mr. Putnam, or I will work with parents who need to come after work.

Elementary teachers are already using the remind application in their classrooms and it will be an important source of communication during this time. Secondary teachers will use the student's email to communicate information. In addition, teachers will use applications like Zoom to do live lessons and to record lessons for students to view. Students and parents can access live lessons on Zoom. They will do this through email containing a link to the meeting. Teachers will also make recorded lessons and lectures available on the Chalkable page. Grades for assignments will be posted on STI as they always have. Teachers will also notify students through email, remind, Chalkable, and other platforms of times when they will be live to answer questions from students. Teachers will monitor their school email account and make every effort to respond promptly to questions and concerns of parents.

Additional information will be made available to students and parents as situations change and evolve.

IA appreciates your time, patience, and prayers during this time. We will continue to research best methods to help students and will use that information to improve services to you and your student. We will keep you informed throughout this process and ask that if your student has a need or you have a question, please contact us. There could be some issues and delays as these programs roll out and we ask that you be patient with us as we implement new programs and platforms. CM