

Quote Created For
 NORMA LAWLESS
 HILLARD COLLINS ELEM SCHOOL
 9000 SPRUCE DR
 FLORENCE, KY 41042
 norma.lawless@boone.kyschools.us
 (859) 282-2350

Account Manager
 Sheldon Savage
 sheldon.savage@studiesweekly.com
 801-472-6282

1140 N 1430 W Orem, UT 84057
 Phone: 866-311-8734 | Fax: 866-531-5589
 Email: orders@studiesweekly.com

Quote information
 Quote Date: July 31, 2020
 Quote Term: 1 yr subscription
 Expiration: 10/29/2020
 School Year: 2020-2021
 Referral: Sales Rep

Grade	SKU	Title	Class	Unit Price	Qty	Cost
0	SW0	Studies Weekly Kindergarten: My World Studies Weekly - Near and ...	5	\$0.00	125	\$0.00
1	SW1	Studies Weekly First Grade: The World Around Me Studies Weekly -...	5	\$0.00	125	\$0.00
2	SW2	Studies Weekly Second Grade: Connecting Communities Studies Wee	6	\$5.49	135	\$741.15
3	KY3	Kentucky Community Studies Weekly (Online Only)	5	\$0.00	115	\$0.00
3	SW3	Studies Weekly Third Grade: Our Community Studies Weekly - Peopl..	5	\$5.49	115	\$631.35
4	KY4	Kentucky Studies Weekly (Online Only)	5	\$0.00	125	\$0.00
4	SW4	Studies Weekly Fourth Grade: The United States Studies Weekly - ..	5	\$5.49	125	\$686.25
5	SW5	Studies Weekly Fifth Grade: Our Nation Studies Weekly - American...	5	\$5.49	125	\$686.25

Sub Total: \$2,745.00
 Tax: \$0.00
 Shipping: \$0.00

Total: \$2,745.00

Customer Note:

This quote expires October 29, 2020.

Thank you for your interest in Studies Weekly. If you are ready to purchase, please provide the information below and submit your order:

Order Information

Billing Contact, if different than listed above (Name, Phone, Email)

PO #

Shipping Information

Shipping Contact (Name, Phone, Email)

Shipping Address, if different from listed above

*Earliest Month you can receive materials?

*Shipping Instructions/Restrictions

 Authorized Signature

 Date

*Orders cannot be shipped until purchase order is received. Studies Weekly begins shipping materials in May for the applicable school year. Someone must be present to sign for the delivery. Please provide any shipping restrictions that would cause these materials not to be delivered. Returned shipments are subject to additional fees.

Terms and Conditions

Studies Weekly Shipping

- Shipping for the new school year begins as early as May.
- Product is shipped within a mutually agreed upon shipping window, based on customer availability to receive and sign for delivery.
- The shipping carrier is typically UPS or Freight and is determined by order details.
- Product can be expected to arrive within 14 days of shipping.
- Studies Weekly is not responsible for delayed delivery of product due to backorder, acts of nature, carrier problems or other unforeseeable issues.

Free Shipping is not applicable to Hawaii & Alaska.

Shipping to Hawaii and Alaska requires 3-4 weeks.

Studies Weekly Payment Terms

Studies Weekly orders placed before August are due on September 1. Orders placed in August or after are Net 30.

Studies Weekly Return Policy

Money Back Guarantee

Studies Weekly offers a 30-day money back guarantee on both print and digital subscriptions. If you are not satisfied with the product within 30 days, you may contact our Customer Service Department at 866-311-8734 for assistance in processing your return and refund.

Order Cancellations

If you need to cancel your order prior to shipment, please notify our Customer Service Department. If the product has already shipped, please contact us for return instructions.

Duplicate Orders

Studies Weekly is not responsible for duplicate orders. To avoid duplicate charges, please contact Customer Service to cancel a duplicate order and arrange for a return. Studies Weekly will gladly accept returns and issue a refund under the following conditions:

- The customer is responsible for all return shipping costs.
- Returns are not accepted after February 1st of the current school year.
- To be eligible for a return and refund on print products, the publications must be in their original condition, boxed, unused and unseparated.

- A refund will be issued after the product is returned and the condition is verified.
- Publications that are damaged or lost in shipment to customer will be replaced at no cost.

Please contact our Customer Service Department at 866-311-8734 or email support@studiesweekly.com for return instructions, to start the return process or to request replacement materials

Studies Weekly Data Privacy & Legal Policy

What information do we collect?

We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone. Data transferred from you or your organization (either through automated rostering process, or by individual interaction with user accounts) is and shall remain the property of the provider. Data that is released must be used consistent with the Family Education Rights and Privacy Act (FERPA) and Studies Weekly's policies for managing student education records and other confidential information. Partnering organizations grant Studies Weekly license to use such data for the following purposes:

To create accounts for teachers, students, administrators, and others. Such data will also allow automatically resolving the corresponding relationships of each of these. Data from partners and/or clients could also be used to identify users and allow them appropriate access to their correct corresponding data stored on Studies Weekly's servers. Data can also be used to create aggregate reports about Studies Weekly user accounts. Data could also be used in other ways, but will never be divulged to unauthorized third parties or used in any way that would violate FERPA.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

Additionally, we collect information from you when you register on our site, place an order, subscribe to our newsletter or respond to a survey.

Any of the information we collect from you may be used in one of the following ways:

- Through online rostering services, or manual registration process
- User-generated data in the form of student assessments, teacher comments, & etc.
- To personalize your experience (your information helps us to better respond to your individual needs)
- To improve our website (we continually strive to improve our website offerings based on the information and feedback we receive from you)

- To improve customer service (your information helps us to more effectively respond to your customer service requests and support needs)
- To process transactions
- Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.
- To send periodic emails
- The email address you provide for order processing, may be used to send you information and updates pertaining to your order, in addition to receiving occasional company news, updates, related product or service information, etc.
- If at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

Registration

In order to use this website, a user must first complete the registration form. During registration a user is required to give certain information (such as name and email address). This information is used to contact you about the products/services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

What do we use your information for?

We implement a variety of security measures to maintain the safety of your personal information when you place an order or enter, submit, or access your personal information.

How do we protect your information?

We offer the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Payment gateway provider's database only to be accessible by those authorized with special access rights to such systems, and are required to keep the information confidential. After a transaction, your private information (credit cards, social security numbers, financials, etc.) will not be stored on our servers.

Do we use cookies?

Yes. Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service provider's systems to recognize your browser and capture and remember certain information.

We use cookies to help us remember and process the items in your shopping cart, understand and save your preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business. No personally identifiable information is shared with any such third party service providers.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable, aggregate visitor information may be provided to other parties for marketing, advertising, or other uses.

Third party links

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We, therefore, have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at (866) 311-8734 or email support@studiesweekly.com.

Grantor

Limited Permission to Reprint and Distribute:

American Legacy Publishing is the creator of Studies Weekly publications, educational materials designed for use in classrooms and home schools in the United States. Studies Weekly publications are protected by U.S. Copyright Law, Title 17 of the U.S. Code.

Publications Covered under this Limited Permission:

This Limited Permission document applies to all Studies Weekly publications, including discontinued publications, publications currently in print and all future Studies Weekly publications.

Grantees:

Permission to reprint and distribute is granted solely to teachers who have a current and up-to-date subscription for a Studies Weekly publication. Teachers with current and up-to-date subscriptions are hereafter known as subscribers. Publications to which subscribers are subscribed are hereafter known as subscribed publications.

Purpose of the Agreement:

The purpose of this agreement is to allow limited reprint and distribution of Studies Weekly publications for the convenience of subscribers and their registered students. It does NOT allow for reprinting and distribution beyond the number of registered students or for use in classrooms other than that of the subscriber. Subscribers are strictly prohibited from reprinting multiple copies for the purpose of distribution to students of non-subscribers.

Reprint/Distribution Scope and Limitations:

This Limited Permission agreement applies to student editions, teacher editions and any supplemental materials - both in print and online - included with the subscribed publication.

Subscribers may reprint and distribute single copies of the subscribed publication only to students officially enrolled in her or his class or to students participating in home schools that comply with state and local guidelines subscribers must register students who may receive single-copy reprints of the subscribed publication at www.studiesweekly.com/online as soon after the beginning of the school year as is practicable. When new students are added to the class over the course of the school year, subscribers must register those students at www.studiesweekly.com/online as soon after enrollment as is practicable. The number of subscriptions a subscriber has to a publication **MUST** correlate to the number of students registered in the subscriber's class.

Permission to reprint and distribute is limited solely to the subscribed publication and is strictly limited to the school year for which the subscription was purchased. Example: A subscription for the current school year may only be distributed to registered students during that current school year.

Permission to reprint and distribute is **NOT** granted for school, class, teacher, student or any other websites. subscribers who wish to make publications available for online viewing to parents and students during the subscription year must register students at www.studiesweekly.com/online.

Permission to reprint and distribute is **NOT** granted for commercial purposes of any kind. Any reprint or distribution for commercial purposes is strictly prohibited.

Permission to reprint and distribute is **NOT** granted to any person who is not a subscriber, as described above. Any reprinting or distribution by any person who is not a subscriber and distribution to non-registered students are expressly prohibited.

Any questions regarding this Limited Permission may be sent to service@studiesweekly.com.

California Online Privacy Protection Act Compliance

Because we value your privacy we have taken the necessary precautions to be in compliance with the California Online Privacy Protection Act (CalOPPA). We, therefore, will not distribute your personal information to outside parties without your consent.

Children's Online Privacy Protection Act Compliance

We are in compliance with the requirements of COPPA (Children's Online Privacy Protection Act).

Family Educational Rights and Privacy Act

We are in compliance with the requirements of FERPA (Family Educational Rights and Privacy Act).

Online Privacy Policy Only

This online privacy policy applies only to information collected through our website and not to information collected offline.

Your Consent

By using our site, you consent to our privacy policy.

Changes to our Privacy Policy

If we decide to change our privacy policy, we will post changes on [Studies Weekly Privacy](#).

Legal Policies

Studies Weekly

(<https://www.studiesweekly.com/wp-content/uploads/2020/03/2020-Studies-Weekly-Intellectual-Rights-Policy.pdf>)

2020-2021 COVID-19 Intellectual Rights Policy (<https://www.studiesweekly.com/wp-content/uploads/2020/03/2020-Studies-Weekly-Intellectual-Rights-Policy.pdf>)

Due to the challenges presented for the 2020-2021 school year, Studies Weekly will continue supporting teachers and students engaged in distance learning. Current customers are allowed greater liberties in use and dissemination of our materials including, but not limited to, print, audio, video, and online content. Educators may use Studies Weekly curriculum materials in online lessons and read-alouds under the following guidelines and conditions:

- ¹ These permissions are only in effect for the 2020-2021 school year to support student learning during flex schedules and school closures. Only classes with a current Studies Weekly subscription have permission to



- ② Each shared item, lesson, or reading must be presented “with permission from Studies Weekly” at the beginning of every video and end with “permission to record or duplicate this content is denied.”
- ③ Online videos of lessons and read-alouds should be delivered to students through a closed platform that has restricted access. If you are unable to limit access, please provide the content on your school or district website rather than more publicly available platforms, such as social media, YouTube, or public television.
- ④ Before posting such content, you must complete the Studies Weekly Intellectual Rights Permission Form with your name, state, city, district, and school and a brief description of the product(s) you are using and how.

By posting an online video of a lesson or read-aloud featuring Studies Weekly curriculum materials, you agree to abide by the terms and conditions above.

Legal

What information do we collect?

We collect information from you when you register on our site, place an order, subscribe to our newsletter or respond to a survey.

When ordering or registering on our site, as appropriate, you may be asked to enter your name, e-mail address, mailing address, phone number, credit card information or school name. You may, however, visit our site anonymously.

- To improve our website. We continually strive to improve our website offerings based on the information and feedback we receive from you.
- To improve customer service. Your information helps us to more effectively respond to your customer service requests and support needs.
- To process transactions. Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.
- To send periodic emails. The email address you provide for order processing may be used to send you information and updates pertaining to your order, in addition to receiving occasional company news, updates, related product or service information, etc.

If at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

What do we use your information for?

We implement a variety of security measures to maintain the safety of your personal information when you place an order or enter, submit, or access your personal information.

How do we protect your information?

We offer the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Payment gateway provider's database only to be accessible by those authorized with special access rights to such systems, and are required to keep the information confidential. After a transaction, your private information (credit cards, social security numbers, financials, etc.) will not be stored on our servers.

drive through your Web browser (if you allow) that enables the sites or service provider's systems to recognize your browser and capture and remember certain information.

We use cookies to help us remember and process the items in your shopping cart, understand and save your preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service provider's to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe a release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

Do we use third party links?

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We, therefore, have no responsibility or liability for the content and activities of these linked sites. Nonetheless,



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Purpose of the Agreement:

other than that of the subscriber. Subscribers are strictly prohibited from reprinting multiple copies for the purpose of distribution to students of non-subscribers.

Reprint/Distribution Scope and Limitations:

This Limited Permission agreement applies to student editions, teacher editions, and any supplemental materials — both in print and online — including the subscribed publication.

Subscribers may reprint and distribute single copies of the subscribed publication only to students officially enrolled in her or his class or to students participating in home schools that comply with state and local guidelines. Subscribers must register students who may receive single-copy reprints of the subscribed publication at www.studiesweekly.com/online as soon after the beginning of the school year as is practicable. When new students are added to the class over the course of the school year, subscribers must register those students at www.studiesweekly.com/online as soon after enrollment as is practicable. The number of subscriptions a subscriber has to a publication **MUST** correlate to the number of students registered in the subscriber's class.

Permission to reprint and distribute is limited solely to the subscribed publication and is strictly limited to the school year for which the subscription was purchased. Example: A subscription for the 2019–2020 school year may only be distributed to registered students during the 2019–2020 school year.



Permission to reprint and distribute is **NOT** granted for commercial purposes of any kind. Any reprint or distribution for commercial purposes is strictly prohibited.

Permission to reprint and distribute is **NOT** granted to any person who is not a subscriber, as described above. Any reprinting or distribution by any person who is not a subscriber and distribution to non-registered students are expressly prohibited.

Any questions regarding this Limited Permission may be sent to support@studiesweekly.com.

Children's Online Privacy Protection Act Compliance

Because we value your privacy we have taken the necessary precautions to be in compliance with the Children's Online Privacy Protection Act (COPPA).

California Online Privacy Protection Act Compliance

Because we value your privacy we have taken the necessary precautions to be in compliance with the California Online Privacy Protection Act. We, therefore, will not distribute your personal information to outside parties without your consent.

Online Privacy Policy Only

This online privacy policy applies only to information collected through our website and not to information collected offline.



Studies Weekly[®](<https://www.studiesweekly.com>).

Changes to our Privacy Policy

If we decide to change our [privacy policy](#), we will post those changes on this page.

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Privacy

Information Collection, Use, and Sharing

We only have access to/collect information that you voluntarily give us via email or another direct contact from you. We will not sell or rent this information to anyone. Data transferred from you or your organization (either through an automated rostering process or by individual interaction with user accounts) is and shall remain the property of the provider. Data that is released must be used consistent with the Family Education Rights and Privacy Act (FERPA) and Studies Weekly's policies for managing student education records and other confidential information.

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Cookies

saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Links

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. We will notify you by email or phone within 24 hours should we ever discover an unauthorized data breach.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for “https” at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information.



If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at [\(866\) 311-8734](tel:8663118734) or email support@studiesweekly.com.

COMPANY

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