



Kenyon County School District | It's about ALL kids.

# Issue Paper

**DATE:**

July 14, 2022

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve** Approve Hinsdale Elementary’s purchase of Into Reading series by HMH. curriculum for grades kindergarten through fourth grade. The length of this agreement will be five years.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

A team of Hinsdale administrators and classroom teachers vetted multiple reading programs extensively. After the review, all stakeholders unanimously agreed to adopt the *Into Reading* series by HMH for RC Hinsdale. This process included members at all grade levels within the building. They analyzed each part of the program including phonics instruction, reading comprehension and all other parts of ELA. *Into Reading* series was approved as a high quality instructional resource for our students. This program aligns with the Kentucky Academic Standards. This program has not only been externally validated, but is a comprehensive program that is culturally relevant and accessible for all students. The *Into Reading* series allows opportunities for teachers and students to deepen their understanding of reading concepts and reach proficiency with key skills. Software effectiveness will be measured through MAP testing results and common assessment data. At the end of this five year agreement we will reassess with our ad hoc committee on its overall effectiveness and determine next steps for its continuation.

**FISCAL/BUDGETARY IMPACT:**

\$68,007.34 SBDM 0451118-0643-7000 Budget - Supplementary Books / Study Guides

**RECOMMENDATION:**

**Approval to** Approve Hinsdale Elementary’s purchase of *Into Reading* series by HMH curriculum for grades kindergarten through fourth grade. The length of this agreement will be five years.

**CONTACT PERSON:**

Josh Feldmann, Principal Hinsdale Elementary

  
Principal/Administrator

  
District Administrator

  
Superintendent

**Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.**



# Houghton Mifflin Harcourt

Proposal #008335012

Prepared For

## R C Hinsdale Elementary School

Attention:

Kyle Chevalier

kyle.chevalier@kenton.kyschools.us

For the Purchase of:

## Into Reading K-4 5-yr Subscription

Prepared By

Jonathan Broyles

jonathan.broyles@hnhco.com

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Send **Check Payments** to:  
Houghton Mifflin Harcourt Publishing Company  
14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
Kyle Chevalier  
kyle.chevalier@kenton.kyschools.us

**HMH Confidential and Proprietary**

Send **Orders** to:  
k12orders@hnhco.com  
FAX: 800-269-5232  
HMH Orders  
9400 Southpark Center Loop  
Orlando, FL 32819-8647

Proposal for  
**R C Hinsdale Elementary School**

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
<b>Grade K</b>					
<b>Student Digital Licenses</b>					
1810877	9780358574705 Into Reading Student License Digital 5 Year Grades K-6 Package Includes: Digital Student Resources 5 Year Grades K-6 Implementation Success	\$80.00	90	\$7,200.00	
<b>Total for Student Digital Licenses</b>		<b>\$7,200.00</b>			
<b>Teacher Digital Licenses</b>					
1809702	9780358565833 Into Reading Teacher License Digital with Teacher's Corner 5 Year Grades K-6 Package Includes: Digital Teacher Resources 5 Year Grades K-6 Access to Teacher's Corner	\$375.00			4
<b>Total for Teacher Digital Licenses</b>		<b>\$0.00</b>			
<b>A la Carte Items Available for Purchase</b>					
<b>Teacher Materials</b>					
1805118	9780358526346 Into Reading Teacher Guide Set Grade K	\$150.00	4	\$600.00	
<b>Student Materials</b>					
1805091	9780358526070 Into Reading Student myBook 5 Year Print Grade K	\$45.00	90	\$4,050.00	
<b>Total for A la Carte Items Available for Purchase</b>		<b>\$4,650.00</b>			
<b>Total for Grade K</b>		<b>\$11,850.00</b>			

<b>Grade 1</b>					
<b>Student Digital Licenses</b>					
1810877	9780358574705 Into Reading Student License Digital 5 Year Grades K-6 Package Includes: Digital Student Resources 5 Year Grades K-6 Implementation Success	\$80.00	90	\$7,200.00	
<b>Total for Student Digital Licenses</b>		<b>\$7,200.00</b>			
<b>Teacher Digital Licenses</b>					
1809702	9780358565833 Into Reading Teacher License Digital with Teacher's Corner 5 Year Grades K-6 Package Includes: Digital Teacher Resources 5 Year Grades K-6 Access to Teacher's Corner	\$375.00			4
<b>Total for Teacher Digital Licenses</b>		<b>\$0.00</b>			
<b>A la Carte Items Available for Purchase</b>					

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ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
<b>Teacher Materials</b>					
1805119 9780358526353	Into Reading Teacher Guide Set Grade 1	\$150.00	4	\$600.00	
1805124 9780358526407	Into Reading Teaching Pal Set Grade 1	\$38.00	4	\$152.00	
<b>Student Materials</b>					
1805108 9780358526247	Into Reading Student myBook Softcover Set 5 Year Print Grade 1	\$45.00	90	\$4,050.00	
<b>Total for A la Carte Items Available for Purchase</b>		<b>\$4,802.00</b>			

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**Total for Grade 1** **\$12,002.00**

<b>Grade 2</b>					
<b>Student Digital Licenses</b>					
1810877 9780358574705	Into Reading Student License Digital 5 Year Grades K-6 Package Includes: Digital Student Resources 5 Year Grades K-6 Implementation Success	\$80.00	80	\$6,400.00	
<b>Total for Student Digital Licenses</b>		<b>\$6,400.00</b>			
<b>Teacher Digital Licenses</b>					
1809702 9780358565833	Into Reading Teacher License Digital with Teacher's Corner 5 Year Grades K-6 Package Includes: Digital Teacher Resources 5 Year Grades K-6 Access to Teacher's Corner	\$375.00			4
<b>Total for Teacher Digital Licenses</b>		<b>\$0.00</b>			
<b>A la Carte Items Available for Purchase</b>					
<b>Teacher Materials</b>					
1805120 9780358526360	Into Reading Teacher Guide Set Grade 2	\$150.00	4	\$600.00	
1805125 9780358526414	Into Reading Teaching Pal Set Grade 2	\$38.00	4	\$152.00	
<b>Student/ Materials</b>					
1805109 9780358526254	Into Reading Student myBook Softcover Set 5 Year Print Grade 2	\$45.00	80	\$3,600.00	
<b>Total for A la Carte Items Available for Purchase</b>		<b>\$4,352.00</b>			

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**Total for Grade 2** **\$10,752.00**

**Grade 3**  
**Student Digital Licenses**

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Proposal for  
**R C Hinsdale Elementary School**

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1810877 9780358574705	Into Reading Student License Digital 5 Year Grades K-6 Package Includes: Digital Student Resources 5 Year Grades K-6 Implementation Success	\$80.00	100	\$8,000.00	
<b>Total for Student Digital Licenses</b>		<b>\$8,000.00</b>			
<b>Teacher Digital Licenses</b>					
1809702 9780358565833	Into Reading Teacher License Digital with Teacher's Corner 5 Year Grades K-6 Package Includes: Digital Teacher Resources 5 Year Grades K-6 Access to Teacher's Corner	\$375.00			4
<b>Total for Teacher Digital Licenses</b>		<b>\$0.00</b>			
<b>A la Carte Items Available for Purchase</b>					
<b>Teacher Materials</b>					
1805121 9780358526377	Into Reading Teacher Guide Set Grade 3	\$150.00	4	\$600.00	
1805126 9780358526421	Into Reading Teaching Pal Set Grade 3	\$38.00	4	\$152.00	
<b>Student Materials</b>					
1805110 9780358526261	Into Reading Student myBook Softcover Set 5 Year Print Grade 3	\$45.00	100	\$4,500.00	
<b>Total for A la Carte Items Available for Purchase</b>		<b>\$5,252.00</b>			
<b>Total for Grade 3</b>		<b>\$13,252.00</b>			

<b>Grade 4</b>					
<b>Student Digital Licenses</b>					
1810877 9780358574705	Into Reading Student License Digital 5 Year Grades K-6 Package Includes: Digital Student Resources 5 Year Grades K-6 Implementation Success	\$80.00	100	\$8,000.00	
<b>Total for Student Digital Licenses</b>		<b>\$8,000.00</b>			
<b>Teacher Digital Licenses</b>					
1809702 9780358565833	Into Reading Teacher License Digital with Teacher's Corner 5 Year Grades K-6 Package Includes: Digital Teacher Resources 5 Year Grades K-6 Access to Teacher's Corner	\$375.00			4
<b>Total for Teacher Digital Licenses</b>		<b>\$0.00</b>			
<b>A la Carte Items Available for Purchase</b>					
<b>Teacher Materials</b>					
1805122 9780358526384	Into Reading Teacher Guide Set Grade 4	\$150.00	4	\$600.00	

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Proposal for  
**R C Hinsdale Elementary School**

ISBN	Title	Price	Quantity	Value of All Material	Free Materials Quantity
1805127 9780358526438	Into Reading Teaching Pal Set Grade 4	\$38.00	4	\$152.00	
<b>Student Materials</b>					
1805111 9780358526278	Into Reading Student myBook Softcover Set 5 Year Print Grade 4	\$45.00	100	\$4,500.00	
<b>Total for A la Carte Items Available for Purchase</b>		<b>\$5,252.00</b>			

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**Total for Grade 4** **\$13,252.00**

**Professional Services- Into Reading K-6**  
**Implementation Success Plan**

1810628 9780358574088	Into Reading Getting Started Live Online 2-Hour Grades K-6 Version 2		1		
The Getting Started live online session is streamlined to focus on preparing teachers for their first weeks of instruction. Participants engage in a variety of interactive experiences to learn about the organization and resources of Into Reading. The goal is to build confidence and prepare teachers for a strong start with Into Reading.					
1810629 9780358574095	Into Reading Follow-Up Live Online 1-Hour Grades K-6 Version 2		1		
Follow-Up sessions build upon the Getting Started to help teachers take full advantage of Into Reading's components, assessments, differentiation, and digital tools to meet the needs of their students. An HMH Services team member will work with you to choose from key Into Reading classroom-focused topics to create a personalized Follow-Up 1 hour live online session(s).					

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**Total for Professional Services- Into Reading K-6** **\$ 0.00**

<b>Total Savings:</b>	<b>\$7,500.00</b>
<b>Subtotal Purchase Amount:</b>	<b>\$61,108.00</b>
<b>Shipping &amp; Handling:</b>	<b>\$6,899.34</b>

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**Total Cost of Proposal (PO Amount):** **\$68,007.34**

\*\*Please add proper sales tax to your order\*\*

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14046 Collections Center Drive  
Chicago, IL 60693

Attention:  
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**R C Hinsdale Elementary School****Total Cost of Proposal (PO Amount): \$68,007.34**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.
 

<b>Ship to:</b> R C Hinsdale Elementary School 440 Dudley Pike Edgewood, KY 41017-3305	<b>Sold to:</b> Kenton County School District 1055 Eaton Dr Ft Wright, KY 41017-9655
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- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 2/28/2022

Proposal Expiration Date: 8/31/2022

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Attention:  
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**Houghton  
Mifflin  
Harcourt**

**FIRST AMENDMENT TO HMH TERMS OF PURCHASE BETWEEN  
HOUGHTON MIFFLIN HARCOURT PUBLISHING AND R.C. Hinsdale  
Elementary (“Amendment”)**

THIS FIRST AMENDMENT (“1<sup>st</sup> Amendment”) is entered into as of the 25<sup>th</sup> of July 2022 (“Amendment Effective Date”), and amends the HMH Terms of Purchase, (“Agreement”) by and between R.C. Hinsdale Elementary (“School/District”), and Houghton Mifflin Harcourt Publishing Company (“HMH”) as it relates to District’s purchase through Cost Proposal #008335012 and 008354803. Capitalized terms in this 1<sup>st</sup> Amendment and not defined herein shall have the same definition as provided in the Agreement.

**WHEREAS**, the Parties desire to adjust the following clauses included in the Agreement.

Delete from Section 4. Billing and Payment the following language “Past due accounts are subject to a one percent (1%) monthly finance charge.”

Entire Agreement: For clarity, there are no other changes to the Terms of Purchase between the parties. The Agreement, as modified by the 1<sup>st</sup> Amendment, sets forth the entire agreement between the parties with respect to the matters set forth herein and supersedes all prior and contemporaneous discussions or understandings between them relating thereto. Except as expressly modified in this 1<sup>st</sup> Amendment, the Agreement, as previously amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the undersigned have duly executed this Amendment this 25th day of July, 2022.

**R.C. Hinsdale Elementary**

**HOUGHTON MIFFLIN HARCOURT  
PUBLISHING COMPANY**

By: \_\_\_\_\_

By: Lisa Jacobson

Printed Name: \_\_\_\_\_

Printed Name: Lisa Jacobson

Title: \_\_\_\_\_

Title: Sr. Director, Bids and Contracts



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# HMH Standard PreK- 12 Terms of Purchase

The following HMH Standard PreK-12 Terms of Purchase apply to the purchase of all HMH **Physical Products**, **Digital Products** (</terms-of-purchase/digital-products>), **Connected Products** (</terms-of-purchase/connected-products>), **Services** (</terms-of-purchase/services>) and **Pilots** (</terms-of-purchase/pilots>). Additional terms and conditions may pertain to the use of specified platforms or products. In the event that HMH is an authorized licensor of any Digital Products owned by third parties, the Terms of Use and Privacy Policies associated with such third-party products may apply.

The **Privacy Policy for HMH PreK-12**

**Products** (/prek-12-products-privacy-policy) governs all HMH Products in relation to privacy matters and is incorporated herein.

The **K-12 Learning Platforms Terms of Use** (/terms-of-use-k12-learning-platforms)

governs all users access to and use of Products on HMH learning platforms and is incorporated herein.

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**Digital Products**

**Connected Products**

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**GENERAL TERMS APPLICABLE TO ALL PRODUCTS**

1. CONTRACT. The ordering or acceptance of any **Products** (/terms-of-purchase/definitions), purchased from Houghton Mifflin Harcourt or its applicable subsidiaries or affiliates (collectively, "HMH") by any **Customer** (/terms-of-purchase/definitions), shall constitute an agreement to these standard terms and conditions (the "General Terms"). These General Terms, together with any other applicable terms, as specified below, any terms and conditions published by HMH in the applicable HMH catalog, the **Order Document(s)** (/terms-of-purchase/definitions) (if applicable to Customer's purchase) and/or any other terms and conditions, attachments or exhibits associated with the purchased Products (collectively, the "Terms") constitute the entire agreement between the parties relating to the subject matter hereof, except for any

agreements, amendments, or waivers agreed to in writing by both HMH and Customer. Any contrary or inconsistent terms appearing on purchase orders, acknowledgments, or other documents of Customer or oral stipulations shall not be binding on HMH.

2. PURCHASE AUTHORIZATION; SOLVENCY. By ordering Products, Customer represents and warrants that it has complied with any and all of its own requirements necessary to authorize the purchase. Customer is solely responsible for all purchase decisions, including ensuring the compatibility and suitability of all Products. Further, by ordering and accepting delivery, Customer represents to HMH that Customer is solvent and will make payment in full when due for such Products in accordance with the applicable invoice. In the event that the Customer orders and/or accepts delivery of any Products while insolvent, HMH shall have the right to stop shipment of any and all Products en route and Customer shall immediately return all such Products actually received to HMH. Events which shall be deemed to establish Customer's insolvency include, but are not limited to, the filing of a bankruptcy petition by or against Customer and/or Customer's admission of its inability to pay its debts when due.

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3. ACCEPTANCE, PRICES, CANCELLATIONS, AND TERMS. Orders are subject to acceptance and availability. HMH's list prices and other terms shown are subject to change without notice. HMH may make changes in quantities, casepacks, specifications, delivery schedules, method of shipment, and packaging, and may cancel or terminate work on any order for its own convenience, in whole or in part, by written or electronic notice at any time. Any changes to orders requested by Customer may be approved or rejected in HMH's sole and absolute discretion. In the event of any errors relating to the pricing or specifications of any Products, HMH shall have the right to refuse or cancel any orders in its sole discretion.
4. BILLING AND PAYMENT. All amounts owing from Customer to HMH with respect to any Products purchased from HMH are subject to timely payment due within thirty (30) days of the date set forth on HMH's invoice. Accounts must be current before subsequent deliveries will be made or Services will be delivered. Customer credit limits may be established and modified by HMH in its sole discretion. Past due accounts are subject to a one percent (1%) monthly finance charge. Unless a set-off or deduction is specifically provided for by HMH in a valid credit memo, Customer may not charge back to HMH or make any set-offs or deductions, including, but not

limited to, set-offs or deductions for violations of customer shipping or routing guidelines and/or other promotional programs. HMH shall process any credit to Customer's account in accordance with HMH's standard practices and procedures. All claims relating to any delivery and/or applicable invoice and/or Products must be made in writing within 30 days of the date of the invoice. Any request for proof of delivery must be made within 30 days of the date of the invoice.

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5. TAXES. Where appropriate, Customer shall provide HMH with a duly executed tax certificate indicating that such purchase is for exemption or resale, and listing Customer's sales tax registration number for each state into which HMH's Products will be delivered. HMH shall have no liability for any tax required to be billed, collected, and/or remitted by Customer as a result of sales of Products made by Customer, and Customer shall defend, indemnify, and hold harmless HMH against all losses, penalties, interest, and expense (including reasonable attorneys' fees) arising out of any claims relating to such liability for taxes. Where applicable, all prices and payments for Products are exclusive of all taxes, and Customer agrees to pay all applicable national, state and local sales, use, value-added and other taxes, customs duties and similar

tariffs and fees, other than taxes imposed on HMH's net income.

6. SHIPPING; HANDLING; RISK OF LOSS. Unless otherwise expressly indicated on the face of an order, the shipping term for all deliveries is F.O.B. HMH's shipping point (whether to an HMH or third-party facility). Risk of loss and title is passed to Customer upon transfer of the Physical Products to the carrier. Shipping costs quoted are estimates and may vary from the actual costs. Unless otherwise agreed, the cost of shipping is calculated by taking the Physical Product price and adding 16%. Minimum charge is \$10.00. HMH will ship Physical Products using its established methods of packing and transportation, except as otherwise instructed by Customer and agreed to by HMH. If Customer requires other packing or preparation, Customer will pay the additional costs. In the event that Customer requests to pick up its own deliveries of Physical Products by its own carrier, Customer must pay 5% of the value of the order as a handling fee. In addition, the pickup must occur within 48 hours of confirming the date and time of pickup or HMH will ship and charge standard shipping and handling rates to a maximum of 16%. Customer assumes full liability for the materials upon freight leaving our distribution center dock.
7. REJECTION. Customer may, immediately on receipt of any incorrect titles or damaged or

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defective Products, or if Products are not as described, reject and return them to HMH, with authorization from HMH and at HMH's expense.

Customer assumes, and shall bear and pay, all risks and expenses of returning any such Products without HMH's authorization. Shortages, damaged Products or incorrect titles must be reported within thirty (30) days of delivery. In the event of a shortage, HMH shall ship the items or credit Customer's account for the shortfall. For damaged Products, HMH shall pick up the Products and issue an appropriate credit or ship replacement Products. For Products showing visible damage on the shipping carton, the carrier must note damages on the freight bill before accepting delivery. Merchandise damaged in transit must be reported to the carrier immediately. All original shipping cartons, packing slips, packing materials and damaged Products must be saved until they have been inspected or Customer's claim has been resolved.

8. RETURNS. Except for Products sold on a non-refundable basis, Customer may return, at Customer's risk and expense, purchased Products no later than six (6) months (or one month for home schools and individual customers) after the invoice date, in accordance with HMH's standard practices and procedures with pre-approval from HMH Customer Experience. Customer assumes, and

shall bear and pay, all risks and expenses of returning any such Products. If Customer returns any Product that is damaged by Customer, used or otherwise ineligible for credit for any reason specified in our policy, HMH has the right to dispose of it without any further obligation, including, without limitation, notice, credit obligation or obligation to return it to the Customer.

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9. MODIFICATION, DISCONTINUATION OR RECALL. HMH may update, enhance and/or expand the content, features and functionality of a Product and/or change the name and branding of a Product from time to time. In the event a Product is discontinued by HMH or is the subject of a recall by HMH during the term of HMH's contract with the Customer, HMH shall be responsible only for, at HMH's election: (a) supplying Customer with a revised or corrected versions of the Product; (b) substituting the Product with a new product in the same subject area and the same type, quality, condition and price or (b) providing a pro-rated credit to Customer that may be applied toward the purchase of other HMH Products in the amount of the costs paid by Customer to HMH for the use of such Product during the remaining term of HMH's contract.
10. COMPLIANCE WITH LAWS. Customer shall comply with all applicable laws and regulations applicable to the



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purchase of Products. Furthermore, Customer warrants that it shall comply with all applicable data privacy laws, including federal and state laws including but not limited to the Family Educational Rights and Privacy Act, including the Protection of Pupil Rights Amendment (“FERPA”) and the Children’s Online Privacy Protection Act (“COPPA”). Please see our **Privacy Policy for HMH PreK-12 Products** (</prek-12-products-privacy-policy>).

11. HMH'S INTELLECTUAL PROPERTY RIGHTS. The intellectual property contained in the Products (and any derivative works based on the Products) is confidential and/or proprietary information of HMH or its licensors and is protected by copyright, trademark, and other intellectual property laws. HMH, or its licensors, are the sole and exclusive owners and shall retain all right, title and interest in and to the Products, including without limitation all materials, software, documentation, training and implementation materials, methodology, all parts of presentations and other materials provided in connection therewith, related software code, specifications, documentation, technical information, copyrighted and other proprietary content, HMH trademarks and brands, information and other materials of HMH, its licensors and other third parties; as well as corrections, modifications, additions,

improvements and enhancements to the foregoing (collectively, "HMH IP"); subject to the personal, nonexclusive license to use the HMH IP granted to Customer for its own non-commercial, incidental use as contemplated herein.

12. EQUAL OPPORTUNITY CLAUSE. HMH does not and Customer shall not engage in any discriminatory practices based on race, color, religion, sex, national origin, protected veteran status, or disability. To the degree they are applicable, the following provisions are incorporated herein by reference and are binding upon HMH and Customer as if set forth fully at length herein: 41 CFR 60-1.4, 60-250.4 and 60-300.5; and 41 CFR 60-741.4 and 60-741.5.

13. FORCE MAJEURE. HMH shall not be deemed in default of its obligations to Customer to the extent that performance of its obligations or attempts to cure any breach are delayed, cancelled, rescheduled or prevented by reason of any act of God, war, civil commotion, strikes, labor disputes, fire, natural disaster, accident, riots, acts of government, shortage of materials and supplies, or any other cause beyond its reasonable control.

14. INDEMNIFICATION. To the extent allowed by law and subject to the right of Customer to raise the defense(s) of sovereign governmental or qualified immunity against third party claims, Customer will indemnify,

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defend and hold harmless HMH, its parent companies, subsidiaries, affiliates, directors, officers and employees from any third party claims, causes of action, damages, costs, liabilities or expenses that arise from a breach of these Terms or from improper, illegal or unauthorized use, distribution or operation of the Products.

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15. DISCLAIMER OF WARRANTIES AND INDEMNITIES; LIMITATION OF LIABILITY. ALL PRODUCTS ARE PROVIDED ON AN "AS IS" BASIS, AND HMH EXPRESSLY EXCLUDES THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NONINFRINGEMENT. WHILE HMH DOES ITS BEST TO DESCRIBE EVERY PRODUCT OFFERED AS ACCURATELY AS POSSIBLE, HMH DOES NOT WARRANT THAT PRODUCTS, SPECIFICATIONS, PRICING, AND/OR OTHER CONTENT HMH PROVIDES ARE COMPLETE, ACCURATE, RELIABLE, CURRENT, OR ERROR-FREE. TO THE EXTENT PERMITTED BY LAW, CUSTOMER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS HMH AND ITS PARENT, AFFILIATES, SUCCESSORS AND ASSIGNS AND THEIR RESPECTIVE OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LOSSES, COSTS AND EXPENSES (INCLUDING REASONABLE OUTSIDE ATTORNEYS' FEES AND EXPENSES) INCURRED IN DEFENDING ANY CLAIM, JUDGMENT OR PROCEEDING RELATING TO OR

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ARISING OUT OF: (I) CUSTOMER'S BREACH OR ALLEGED BREACH OF ITS REPRESENTATIONS, WARRANTIES, OBLIGATIONS AND AGREEMENTS CONTAINED IN THESE TERMS; AND/OR (II) THE DISTRIBUTION, RESALE AND PROMOTION OF PRODUCTS BY CUSTOMER. HMH WILL HAVE THE RIGHT TO CONTROL THE DEFENSE AND SETTLEMENT OF ANY CLAIMS SUBJECT TO INDEMNIFICATION HEREIN. HMH SHALL HAVE NEITHER LIABILITY NOR RESPONSIBILITY TO ANY PERSON OR ENTITY WITH RESPECT TO ANY LOSS OR DAMAGE ARISING FROM THE PRODUCTS, INCLUDING, WITHOUT LIMITATION, HMH'S FAILURE OR ALLEGED FAILURE TO FILL ORDERS BY CUSTOMER IN WHOLE OR IN PART. HMH DOES NOT GUARANTEE THAT ANY DIGITAL PRODUCTS WILL BE DELIVERED ERROR-FREE OR UNINTERRUPTED. HMH DOES NOT CONTROL THE TRANSFER OF DATA OVER COMMUNICATIONS FACILITIES, INCLUDING THE INTERNET, AND DIGITAL PRODUCTS MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF SUCH COMMUNICATIONS FACILITIES. HMH SHALL NOT BE LIABLE FOR ANY DAMAGES TO COMPUTERS, COMMUNICATION SYSTEMS, DATA OR SERVICES THAT MAY ARISE AS A RESULT OF THE USE OF DIGITAL PRODUCTS. IN NO EVENT SHALL HMH BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, INDIRECT, SPECIAL,

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PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES, WHETHER IN TORT, CONTRACT, STRICT LIABILITY, WARRANTY OR OTHERWISE, AND REGARDLESS OF ANY NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL HMM'S TOTAL AGGREGATE LIABILITY IN CONTRACT, TORT OR OTHERWISE ARISING OUT OF OR IN CONNECTION WITH THESE TERMS EXCEED THE FEES PAID OR PAYABLE BY CUSTOMER DURING THE MOST RECENT TWELVE (12) MONTH PERIOD PRIOR TO THE CLAIM.

16. TERMINATION; EFFECT OF TERMINATION. HMM may terminate this Agreement upon the failure of Customer to comply with any of the Terms, at any time by giving Customer 30 days' prior written notice, specifying the breach upon which the notice is based. If Customer has not cured the breach to HMM's satisfaction within the notice period, this Agreement will terminate. HMM shall have, in addition to any other remedies available to it, the right to injunctive and other equitable relief to restrain action by Customer inconsistent with this Agreement, and Customer hereby acknowledges that other remedies are inadequate in such cases. Upon termination for any reason, HMM will disable access to any applicable Digital Products, including at the end of the **Subscription Term** (/terms-of-purchase/definitions). In addition,

Sections 11, 14 through 18 and 20 shall survive any termination of this Agreement.

17. MODIFICATION AND SEVERABILITY. If any provision of these Terms is held by a court of competent jurisdiction to be invalid or unenforceable, the remaining portions of the Terms shall remain in force and in effect and be construed so as to best effectuate the intention of the parties. The waiver of one default shall not waive subsequent defaults of the same or different kind. HMH reserves the right to make changes to these Terms at any time.

18. JURISDICTION; VENUE; CHOICE OF LAW. THE STATE COURTS OF THE COMMONWEALTH OF MASSACHUSETTS SITTING IN SUFFOLK COUNTY AND, IF THE JURISDICTIONAL PREREQUISITES EXIST AT THE TIME, THE UNITED STATES DISTRICT COURT FOR MASSACHUSETTS SHALL HAVE THE SOLE AND EXCLUSIVE JURISDICTION TO HEAR AND DETERMINE ANY DISPUTE OR CONTROVERSY ARISING UNDER OR CONCERNING THIS CONTRACT. THIS CONTRACT AND THE RIGHTS AND OBLIGATIONS OF THE PARTIES HERETO SHALL BE CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS, WITHOUT REFERENCE TO ITS PRINCIPLES OF CONFLICTS OF LAWS, EXCEPT THAT FOR GOVERNMENTAL CUSTOMERS IN THE UNITED STATES THESE TERMS

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SHALL BE CONSTRUED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE IN WHICH THE GOVERNMENT AGENCY CUSTOMER IS LOCATED.

19. EXPORT. Import duties, taxes and customs clearance fees relating to Products shipped outside the United States will be borne by Customer. Export laws and regulations of the United States apply to all Products. Customer agrees that export control laws govern its use of the Digital Products and related Services (including technical data) and any Digital Products deliverables provided to Customer by HMH, and Customer agrees to comply with all such export laws and regulations (including "deemed export" and "deemed re-export" regulations). For Products exported outside the United States, Customer agrees that it will not import or allow a third party to import such Products into the United States.

20. CONFIDENTIALITY. Customer acknowledges that in the course of providing Products under this Agreement, representatives of HMH may disclose certain confidential information to Customer. All concepts, work, materials, and related information disclosed to Customer by any person acting on behalf of HMH are proprietary and confidential information of HMH. Customer acknowledges this and agrees not to disclose any such concepts, work, material or related information to any

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other parties, or to make any use of the Products other than the use that is intended by HMH through its provision of the Products.

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**TERMS APPLICABLE TO DIGITAL  
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In addition to the above General Terms applicable to all Products, the following terms are applicable to the purchase of Digital Products. In the event of a discrepancy between the General Terms and the Terms Applicable to Digital Products, the Terms Applicable to Digital Products shall apply.

1. SUBSCRIPTION TERM. Any subscription to Digital Products is for the price and time period or term listed in the applicable Order Document(s). If Customer wishes to extend any Subscription Term, a purchase order, change order, or amendment is to be negotiated for additional fees. If no commencement date for the Subscription Term to the Digital Products is specified in the applicable Order Document(s), the Subscription Term shall be deemed to commence on the date on which the Customer is granted access to the Digital Product as delivered by HMH, NOT upon



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Customer activation of the Digital Product, and shall continue until the end of the Subscription Term. Upon expiration or termination of the Subscription Term, Customer will no longer have permitted access to the Digital Product. In the event that HMH must discontinue access to a Digital Product prior to expiration of the Subscription Term, HMH shall provide a pro-rated credit to Customer applicable toward the purchase of other HMH Products. Such pro-rated credit shall reflect the portion of the Subscription Term that remains unused as of the date of discontinuation of the Digital Product.

2. HOSTING. Any Digital Products purchased for a limited Subscription Term shall be hosted by or through HMH. HMH may choose to transition the hosting of a Digital Product to a different site or platform upon prior written notice to Customer. Any HMH Digital Products Customer wishes to self-host would be considered a separate transaction, and separate agreements and fees are to be negotiated. Self-hosted versions of many of HMH's Digital Products are not available for license. In the case of Digital Products that are self-hosted in whole or in part, upon expiration or termination of the applicable Subscription Term, Customer must immediately cease using the Digital Product, delete or destroy any copies of the Digital Product and, if requested, confirm to HMH that the

Customer has complied with these requirements.

3. ALLOCATION OF LICENSES. HMH will provide Customer with the number of credentials with respect to Digital Products equal to the number of students, teachers or administrators licensed by Customer under the applicable Order Document(s).
4. LICENSE LIMITATIONS. Customer may not: (1) re-sell, rent or lease a Digital Product or any part of it; (2) copy any part of a Digital Product, except where specifically indicated otherwise or for back-up purposes; (3) reverse engineer, decompile or disassemble a Digital Product or the software through which it is delivered, or convert it into any other format or medium; (4) use more copies of a Digital Product, or deploy a Digital Product on more devices or at more sites, than are authorized by these Terms Applicable to Digital Products and the applicable Order Document(s), or (5) sub-license the Digital Products except as permitted by HMH.
5. SECURITY. Customer acknowledges that Digital Products may include security technology to ensure that they may only be used in accordance with the applicable license rights. Customer shall take all reasonable security measures to prevent unauthorized access to the Digital Products. Customer agrees to: (1) accept all responsibility for all activities that occur under user

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name(s) or password(s) used by Customer; and (2) immediately notify HMH of any unauthorized use of any password or account assigned to Customer, or any other breach of security or confidentiality thereof. In such event, HMH shall have the right, without limitation of any other rights under this Agreement, to terminate any such account or this Agreement in its entirety. In the event that Customer transmits **Customer Materials** (customer-materials) to HMH outside of HMH's secure software (e.g. in association with the provision of any Services), Customer agrees to use a secure conduit (e.g., HTTPS) for the transmission of such Customer Materials. HMH shall have no obligation to monitor Customer Materials, but HMH reserves the right to do so and to remove or disclose any Customer Materials as necessary to satisfy any applicable law, regulation, legal process or governmental request, and HMH will use reasonable efforts to notify Customer reasonably in advance.

6. THIRD PARTY PRIVACY POLICIES. In connection with Customer's use of Digital Products owned and hosted by HMH, **Privacy Policy for HMH PreK-12 Products** (/privacy-policy) shall apply. Please note that in some instances Digital Products are owned and hosted by third parties. In such cases, there may be other specific privacy policies that apply. In such cases, you should refer to the

applicable third-party privacy policy for that Digital Product(s).

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**TERMS APPLICABLE TO CONNECTED PRODUCTS**

In addition to the General Terms and Terms Applicable to Digital Products that may apply to individual components of the Connected Products, the following terms apply to HMH Connected Products. In the event of any conflict, the Terms Applicable to Connected Products shall apply.

1. **CONNECTED PRODUCTS.** The Connected Products consists of the HMH program products, professional development services and classroom materials offered by HMH through its platform(s), or otherwise delivered to the Customer, solely in the formats identified in the Order Document(s). Customer understands and agrees that certain content of the Connected Products may be updated or substituted on an ongoing basis in the discretion of HMH. In addition, the Customer may add other Products and Services to the Order Documents, at the applicable HMH price, and all such additional Products and Services shall be governed by these terms and

other applicable HMH terms and conditions.

2. LICENSE. Subject to the General Terms and Terms Applicable to Digital Products, HMH hereby grants Customer a limited, non-exclusive, non-sublicensable and non-transferable right to access the Connected Products as identified on the applicable Order Document(s), solely for educational purposes and solely in connection with the Customer's school/district. HMH will provide Customer with the number of credentials with respect to the Connected Products equal to the number of students, teachers or administrators licensed by Customer under the applicable Order Document(s). Teacher licenses can be used by multiple instructors in good faith, in the same school/district so long as such teacher licenses maintain a customary classroom teacher-to-student ratio (i.e. the number of teacher licenses purchased is substantially in proportion to the number of student licenses purchased by the Customer). Any rights not expressly granted by HMH in this Agreement are expressly reserved to HMH. The Subscription Term is for the period of years specified in the applicable Order Document(s) and paid for by Customer. This Subscription Term shall be effective upon the date set forth in the Order Document(s), provided that, if no such commencement date is specified, the

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Subscription Term shall be deemed to commence on the earliest date on which the applicable product is first accessed or used by Customer and shall continue until the end of the Subscription Term. For a multi-year Subscription Term, Customer shall be permitted to re-allocate the licensed credentials to different grade levels of the same HMH program, so long as the total number of licensed users is not exceeded for the same Subscription Term during the same academic year.

3. EMBEDDED SERVICES. Subject to the General Terms, HMH will provide the then standard embedded professional development services to Customer as HMH makes available with the Connected Products Subscription. In addition, Customer may engage HMH to provide additional training, coaching or other professional development in association with the Connected Products.
4. CONSUMABLE PRINT MATERIALS. For a multi-year Subscription Term, Customer shall be permitted to re-allocate the quantities of consumable print materials of a given Product among different grade levels, so long as the total quantity purchased is not exceeded in a given academic year. As of 3/1/2022, customers must manage their annual shipment of consumable print materials through the HMH Print Refill Site (<https://hnhcocommunities.force.com/s/>).

in order to specify the Customer's grade level quantities for the following school year. Subscription quantities not specified for shipment may not be carried over to the following year and may not be refunded or credited.

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**TERMS APPLICABLE TO SERVICES**

In addition to the General Terms, the following terms apply to the purchase of Services. In the event of a discrepancy between the General Terms and the Terms Applicable to Services, the Terms Applicable to Services shall apply.

1. PURCHASE ORDER. At least thirty (30) days prior to the first date of Services, Customer shall provide HMH with a purchase order. If Customer's purchase practice is not to provide a purchase order, Customer agrees that it shall sign a Services Agreement or contract and make prompt payment under the terms set forth herein for all Services delivered to Customer by HMH.
2. LOGISTICS. No less than thirty (30) days before a Services Date, Customer shall provide to HMH the following information: shipping address for materials, the address and other pertinent details (e.g., room

number) of Services delivery sites, and the number of participants for each day of Services to be delivered. HMH reserves the right to charge Customer expedited shipping charges if additional shipping or handling charges are incurred by HMH, or to reschedule the Services without penalty, as a result of Customer's failure to provide the necessary information within this timeframe.

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3. SCHEDULING, RESCHEDULING AND CANCELLATION. The scheduling of Services to be delivered on specified dates ("Services Dates") shall be outlined in the purchase order or agreement. Services to be delivered on dates to be determined ("TBD Dates") must be delivered within twelve (12) months of HMH's receipt of the purchase order or other agreement. Fees paid for any TBD Dates not consumed within twelve (12) months will be forfeited by the Customer. When scheduling TBD Dates, the Customer shall contact HMH at least six (6) weeks prior to the first day on which the Customer would like the Services to begin. HMH cannot guarantee availability of dates for specific consultants.

a. DATE CHANGES/RESCHEDULING.

1. Services Dates, once scheduled, may be changed only upon the mutual agreement of HMH and the Customer. In addition to rescheduling fees, as set forth below, any



change to the dates or the type of Services herein may change the fees that will be charged.

- i. Any date change requests must be received by HMH from the Customer no less than thirty (30) days prior to the scheduled Services Date. All rescheduled Services Dates must be delivered within twelve (12) months of HMH's receipt of the purchase order or other agreement. All rescheduled Services Dates not consumed within twelve (12) months will be forfeited by the Customer and no refund of any prepaid fees shall be given.
- ii. For any Services Date changes made at any time by Customer for any reason, Customer shall reimburse HMH 100% of any out-of-pocket travel or other ancillary costs spent by HMH in connection with preparation for providing the Services (e.g., travel already booked).

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b. CANCELLATIONS/DEFAULT.

1. Customer may cancel Services without incurring any cancellation fee prior to the scheduling of a Services Date by providing HMH no less than thirty (30) days' written notice prior to the Services Date.
2. Cancellations received from Customer less than thirty (30) days prior to the Services Date shall result in payment by Customer of a cancellation fee of 50% of the fees for the cancelled Services. Cancellations received from Customer less than seven (7) days in advance of the Services Date shall result in payment by Customer of a cancellation fee of 75% of the fees for the cancelled Services.
3. Cancellations received from Customer less than 24 hours prior to the Services Date, or if Customer is absent from the scheduled Service ("no-show"), shall result in payment by Customer of a cancellation fee of 100% of the fees for the cancelled Services.
4. If a cancellation involves more than one Service Date, any cancellation fees shall be prorated accordingly. In

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all cases, Customer shall pay for any Services actually delivered.

5. For any cancellation of Services Dates at any time for any reason, Customer shall reimburse HMH 100% of any out-of-pocket travel or other ancillary costs spent by HMH in connection with preparation for providing the Services in accordance with this Agreement (e.g., travel already booked).

4. PROHIBITION ON REPRODUCTION. No part of the Services or any related materials may be videotaped, audio taped, photographed or in any way copied, excerpted, reproduced or distributed without the prior written consent of HMH. Participants may be asked to leave if they engage in this activity and will be required to delete any unauthorized recordings.

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**TERMS APPLICABLE TO PILOTS**

In addition to all of the above Terms, where Pilots are permitted by applicable law and otherwise available, the following terms are applicable to the Pilots. In the event of a discrepancy, the Terms Applicable to Pilots shall apply.

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1. CONSIDERATION. In partial consideration of its participation in the Pilot, Customer agrees to cooperate with HMH's efforts to gather data (including but not limited to performance, usage, and other data at the building, grade, teacher and student levels), testimonials and other information relating to the Pilot. HMH may meet with the Customer to review success data and other information obtained in connection with the Pilot or from the use of Products in the Pilot ("Pilot Materials"). Customer agrees that HMH will collect, use and protect pilot data in accordance with the Privacy Policy for HMH PreK-12 Products (/prek-12-products-privacy-policy).
2. PILOT MATERIALS. Pilot Materials shall be provided in limited quantities as specified in the Pilot Proposal and only for the duration of and otherwise within the scope of the Pilot. Participation in the Pilot shall not thereby entitle Customer to participation in future pilots or additional access to Pilot Materials or to other instructional materials.
3. OWNERSHIP. To the fullest extent permitted by law, where the Customer does not share in the funding of the Pilot, HMH retains ownership of all Pilot Materials. HMH also retains all right, title and interest in and to any Pilot Materials consisting of software licensed to the Customer for the limited period of the Pilot. In the event that the HMH program relating to the

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Pilot is selected and purchased by Customer at the end of the Pilot, Customer will have the option to purchase or license the Pilot Materials on terms to be negotiated between HMH and Customer. Where the Customer does not share in the funding of the Pilot, and the piloted HMH program is NOT selected by the Customer at the end of the Pilot, Customer shall discontinue use of all Pilot Materials provided under license and return such Pilot Materials to HMH (and HMH is entitled to terminate access to or collect all Pilot Materials owned by HMH at its discretion). Customer is not permitted to resell any Pilot Materials.

4. DAMAGE AND/OR LOSS. Customer is responsible for any damage or loss to HMH owned Pilot Materials during the Pilot.
5. TERMINATION. Where Customer has not participated in the funding of the Pilot, HMH may terminate the Pilot at any time upon thirty days prior written notice to Customer.

**DEFINITIONS**

The following terms used throughout this agreement, whether used in the singular or plural, shall have the meanings set forth

herein.

- a. "Connected Product(s)" means Physical Products, Digital Products and Services specifically labelled as part of HMH's "Connected Teaching System."
- b. "Customer" means the legal entity identified on the purchasing or registration materials. For purposes of this Agreement, Customer includes affiliates specifically listed in a purchase order or in other purchasing or registration materials. Such affiliates agree to be bound by the terms of this Agreement. Customer is responsible for compliance with the terms of this Agreement by all affiliates, subsidiaries and subdivisions purchasing Products hereunder.
- c. "Customer Materials" means the materials, data and information belonging to a Customer and provided to HMH, either directly or by granting HMH access to Customer's files/systems, for the purpose of using an HMH Product.
- d. "Digital Product(s)" means non-tangible, digital versions of Products, whether licensed on a fixed, perpetual or subscription term.
- e. "Order Document(s)" means the HMH cost proposal or HMH quotation and order form.
- f. "Physical Product(s)" means any Product versions that are not Digital Products, including printed books, other printed materials, and the physical media (CDs, DVDs, videos, other audio/ video/multimedia

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products) that carry copies of any Digital Product(s) delivered to Customer, and any other physical copies of Products.

- g. "Pilot" means the paid or unpaid, full or partial access to Products for a specific, limited period of time for evaluation and trial of the Product prior to Customer's decision on whether or not to purchase the Product in full. Pilots are generally of short-duration and for limited Product in order for a Customer to evaluate how a full-scale implementation of Products will work in practice. Ownership of the Product remains with HMH unless and until full purchase of the Pilot Materials, as hereinafter defined, is completed.
- h. "Product(s)" collectively refers to all HMH Physical Products, Digital Products, Connected Products, Pilots and Services.
- i. "Services" means professional development services delivered personally to the Customer either , in person or on site as specified in the purchase order or other ordering documents or statement of work(s), which may include training, professional development, coaching, consulting, conferences, courses, "Getting Started" and implementation training, and software implementation, for Customer as agreed to by the parties, under this Agreement.
- j. "Subscription Term" means the term of the Customer's subscription to a

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Digital Product or a Connected Product.

For Terms of Purchase specific to Resellers, please visit: [hnhco.com/reseller-terms-and-conditions](http://hnhco.com/reseller-terms-and-conditions) ([/reseller-terms-and-conditions](http://reseller-terms-and-conditions))

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<p><b>Plots</b></p> <p>Connected Teaching &amp; Learning (<a href="https://www.hmhco.com/connected">https://www.hmhco.com/connected</a>)</p> <p>Literacy (<a href="https://www.hmhco.com/classroom-solutions/literacy">https://www.hmhco.com/classroom-solutions/literacy</a>)</p> <p>Math (<a href="https://www.hmhco.com/classroom-solutions/math">https://www.hmhco.com/classroom-solutions/math</a>)</p> <p>Science (<a href="https://www.hmhco.com/classroom-solutions/science">https://www.hmhco.com/classroom-solutions/science</a>)</p> <p>Social Studies (<a href="https://www.hmhco.com/classroom-solutions/social-studies">https://www.hmhco.com/classroom-solutions/social-studies</a>)</p> <p>Intervention (<a href="https://www.hmhco.com/classroom-solutions/intervention">https://www.hmhco.com/classroom-solutions/intervention</a>)</p>	<p>Contact</p> <p>Sales (<a href="https://www.hmhco.com/connected-modal?Open=true">https://www.hmhco.com/connected-modal?Open=true</a>)</p> <p>Custom Classroom Support (<a href="https://www.hmhco.com/classroom-support">https://www.hmhco.com/classroom-support</a>)</p> <p>Digital Samples (<a href="https://www.hmhco.com/classroom-digital-samples">https://www.hmhco.com/classroom-digital-samples</a>)</p> <p>International Login (<a href="https://www.hmhco.com/international-login">https://www.hmhco.com/international-login</a>)</p> <p>Research Library (<a href="https://www.hmhco.com/classroom-research-library">https://www.hmhco.com/classroom-research-library</a>)</p>	<p>About (<a href="https://www.hmhco.com/about-us">https://www.hmhco.com/about-us</a>)</p> <p>Careers (<a href="https://careers.hmhco.com">https://careers.hmhco.com</a>)</p> <p>Newsroom (<a href="https://www.hmhco.com/about-us#newsroom">https://www.hmhco.com/about-us#newsroom</a>)</p> <p>Our Legacy (<a href="https://www.hmhco.com/our-legacy">https://www.hmhco.com/our-legacy</a>)</p> <p>International (<a href="https://www.hmhco.com/hmh-international">https://www.hmhco.com/hmh-international</a>)</p> <p>Platform (<a href="https://www.hmhco.com/platform">https://www.hmhco.com/platform</a>)</p>	<p>Heinemann (<a href="https://www.heinemann.com">https://www.heinemann.com</a>)</p> <p>ICLE International Center for Leadership in Education (<a href="https://leadered.com/">https://leadered.com/</a>)</p>	<p>Stay up-to-date with the latest HMH news and solutions.</p> <p>(<a href="https://learning.solutions.com">HTTPS://LEARNING SOLUTIONS.COM</a>)</p>



solutions/intervention(<https://www.hmhco.com/research>)

Supplemental Shaped -

(<https://www.hmhco.com/blog>)

solutions/supplemental(<https://www.hmhco.com/blog>)

Professional

Development

(<https://www.hmhco.com/classroom->

solutions/professional-

services)

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SEE ALL  
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(<https://www.hmhco.com/classroom->

solutions/products)

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*Dr. Henry Webb, Superintendent of Schools*

**VENDOR ASSURANCES REGARDING PROTECTION OF PERSONAL  
AND CONFIDENTIAL INFORMATION Data Security and Breach  
Protocols**

Vendors, such as Houghton Mifflin Harcourt Publishing Company (hereinafter “vendor” or “non-affiliated third party”), that receive Personal Information from Kenton County Board of Education (herein referred to as “KCBOE”) as defined by and in accordance with Kentucky’s Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, et seq., (the “Act”), shall secure and protect the Personal Information by, without limitation, complying with all requirements applicable to non-affiliated third parties set forth in the Act.

“Personal Information” is defined in accordance with KRS 61.931(6) as “an individual’s first name or first initial and last name; personal mark; or unique biometric or genetic print or image, in combination with one (1) or more of the following data elements:

- a) An account number, credit card number, or debit card number that, in combination with any required security code, access code or password, would permit access to an account; b) A Social Security number;
- c) A taxpayer identification number that incorporates a Social Security number;
- d) A driver’s license number, state identification card number or other individual identification number issued by any agency as defined under the Act;
- e) A passport number or other identification number issued by the United States government; or
- f) Individually Identifiable Information as defined in 45 C.F.R. sec. 160.013 (of the Health Insurance Portability and Accountability Act), except for education records covered by the Family Education Rights and Privacy Act, as amended 20 U.S.C. sec 1232g.”

As provided in KRS 61.931(5), a “non-affiliated third party receives personal information from the KCBOE pursuant to KCBOE’s use of vendor’s products Into Reading, Waggle, Read 180, System 44 and Math 180.

The vendor hereby agrees to cooperate with the KCBOE in complying with the response, mitigation, correction, investigation, and notification requirements of the Act.

The vendor shall notify as soon as possible, but not to exceed seventy-two (72) hours, KCBOE; and using contact information found here: <https://education.ky.gov/districts/tech/Pages/Data-Security-Privacy.aspx>, the Commissioner of the Kentucky State Police, the Kentucky Auditor of Public Accounts, the Commonwealth (Kentucky) Office of Technology, and the Commissioner of the Kentucky Department of Education of a determination of a confirmed breach, unless the exception set forth in KRS 61.932(2)(b)(2) applies and the vendor abides by the requirements set forth in that exception. Notification shall be in writing on a form developed by the Commonwealth (Kentucky) Office of Technology.

The vendor hereby agrees to report to the KCBOE, promptly and within seventy-two (72) hours, any known reasonably believed instances of missing data, data that has been inappropriately shared, or data taken off site.

The vendor hereby agrees that the KCBOE may withhold payment(s) owed to the vendor for any violation of the Act’s notification requirements.

The vendor hereby agrees to undertake a prompt and reasonable investigation of any security breach as defined under the Act in accordance with KRS 61.933.

Upon conclusion of an investigation of a security breach as defined under the Act as required by KRS 61.933, the vendor hereby agrees to a reasonable apportionment of the actual costs of the notification, investigation, and mitigation of the security breach .

In accordance with KRS 61.932(2)(a), the vendor shall implement, maintain, and update security and breach investigation procedures that are appropriate to the nature of the information disclosed, that are at least as stringent as the security and breach investigation procedures and practices established by the Commonwealth (Kentucky) Office of Technology and that are reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction.

### **Student Data Security**

Pursuant to KRS 365.734, if the vendor is a cloud computing service provider (which is defined pursuant to KRS 365.734(1)(b) as any person or entity other than an educational institution that operates cloud computing services) or, through service to the KCBOE, becomes the equivalent of a cloud computing service provider, the vendor further hereby agrees that:

- The vendor shall not process student data as defined pursuant to KRS 365.734 for any purpose other than providing, improving, developing, or maintaining the integrity of its cloud computing services, unless the vendor receives express permission from the student's parent. The vendor shall work with the KCBOE to determine the best method of collecting parental permission.
- With a written agreement for educational research, the vendor may assist the KCBOE to conduct educational research as permitted by the Family Education Rights and Privacy Act of 1974, as amended, 20 U.S.C. sec. 1232g.
- Pursuant to KRS 365.734, the vendor shall not in any case process student data to advertise or facilitate advertising or to create or correct an individual or household profile for any advertisement purposes.
- Pursuant to KRS 365.734, the vendor shall not sell, disclose, or otherwise process student data for any commercial purpose.
- Pursuant to KRS 365.734, the vendor shall certify in writing to the agency that it will comply with KRS 365.734(2).
- The vendor may use de-identified information in accordance with FERPA.

### **Family Educational Rights and Privacy Act, National School Lunch Act and Child Nutrition Act**

If during the course of this agreement, the KCBOE discloses to the vendor any data protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. sec. 1232g, *et seq.*), and its regulations, and data protected by the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. sec. 1751 *et seq.*), and the Child Nutrition Act of 1966 (CNA) (42 U.S.C. sec. 1771 *et seq.*), the vendor agrees that it is bound by and will comply with the confidentiality, security and redisclosure requirements and restrictions stated in FERPA, NSLA and CNA.

The vendor hereby agrees to report to the KCBOE, promptly and within seventy-two (72) hours, any confirmed instances of missing data, data that has been inappropriately shared, or data taken off site.

The vendor agrees that FERPA-protected information is confidential information. FERPA-protected information includes, but is not limited to the student's name, the name of the student's parent or other family members, the address of the student or student's family, a personal identifier, such as the student's social security number, student number, or biometric record, other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name, and other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

The vendor understands and acknowledges that any unauthorized disclosure of confidential information is illegal as provided in FERPA and in the implementing federal regulations found in 34 CFR, Part 99. The penalty for unlawful disclosure may be a fine of not more than \$250,000 (under 18 U.S.C. sec. 3571) or imprisonment for not more than five years (under 18 U.S.C. sec. 3559), or both.

The vendor understands and acknowledges that children's free and reduced price meal and free milk eligibility information or information from the family's application for eligibility, obtained under provisions of the NSLA or the CNA is confidential information and that any unauthorized disclosure of confidential free and reduced price lunch information or information from an application for this benefit is illegal. The penalty for unlawful disclosure may be a fine of not more than \$1,000.00 (under 7 C.F.R. 245.6) or imprisonment for up to one year (under 7 C.F.R. 245.6), or both.

In the event there is a conflict between this agreement and any other agreement between KCBOE and Vendor, the terms of this agreement shall apply.

Houghton Mifflin Harcourt Publishing Company

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Vendor Name

125 High Street, Boston, MA 02110

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Vendor Address

617.351.5415

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Vendor Telephone

Lisa.jacobson@hnhco.com

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Vendor Email Address



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Signature by Vendor's Authorized Representative

Lisa Jacobson, Sr Director, Bids and Contracts

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Print Name

July 25, 2022

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Date