

**Appendix A**  
**Code of Ethics**  
**for United States Literacy Lessons Professionals**  
**and Administrators Implementing Literacy Lessons**

---

The purpose of the code of ethics is to protect the purpose, mission, vision, and integrity of Literacy Lessons and to clarify the roles, responsibilities, and rights of professionals of Literacy Lessons. Any Trainer, Teacher Leader, or Teacher of Literacy Lessons and any site coordinator or administrator of a school or system implementing Literacy Lessons shall:

1. govern professional actions to be consistent with the vision, mission, purpose, standards, and guidelines of Literacy Lessons in the United States and the obligations of the registered service mark of Literacy Lessons.
2. work persistently, sincerely, and intently to meet the educational needs of each child served.
3. interact ethically with all students, parents, and schools served by Literacy Lessons.
4. demonstrate honesty, completeness, integrity, openness, and timeliness in maintaining and reporting student performance and program data, and in communicating with individuals within and beyond Literacy Lessons.
5. acknowledge the authorship and work of others by using the Literacy Lessons trademark appropriately and by adhering to copyright laws and obtaining written permission to use the copyrighted work of others, including the founder of the program, Dr. Marie M. Clay.
6. respect and acknowledge research evidence and the professional judgments and viewpoints of others and communicate tactfully, openly, and appropriately.
7. work collaboratively with other professional educators for the benefit of children's learning, school operation, and educational improvement.
8. collaborate with other Literacy Lessons professionals, NATG (or Trainers), and RRCNA Board members toward the mutual accomplishment of assigned roles and tasks as specified in the Standards and Guidelines.
9. disclose fully any potentially enduring sources of conflict of interest, intellectually or financially, or both, with the purpose and standards of Literacy Lessons.
10. communicate clearly to all audiences the level of expertise established by one's Literacy Lessons training and the limitations of that expertise for performing other professional roles.
11. refuse to allow the use of one's affiliation with Literacy Lessons to sell services or materials outside of Literacy Lessons training and teaching.
12. observe the letter and intent of equal opportunity requirements in employment and training decisions.