Pronoun Usage Guide



Tips and tools for teachers

• In an effort to be inclusive and respectful of gender diversity, while also creating opportunities for education, use the gender-neutral pronoun set, they, them, theirs, when referring to any person whose pronouns you don't know or remember, until you have a chance to find out what they are.

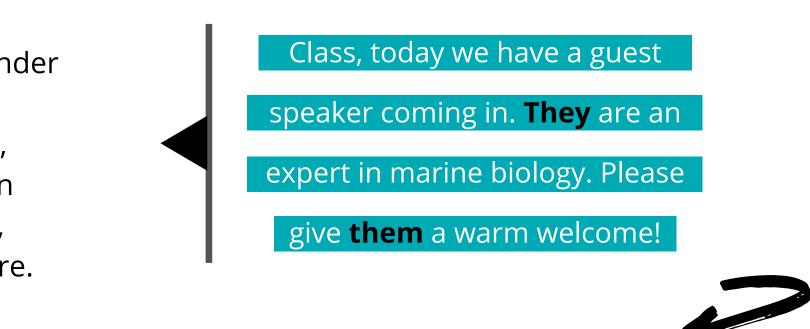
> Notice how gender binary pronouns are not important in this context. The meaning is not lost. By using gender neutral pronouns, you hold back on making assumptions about a person's gender based on your own perception of them.

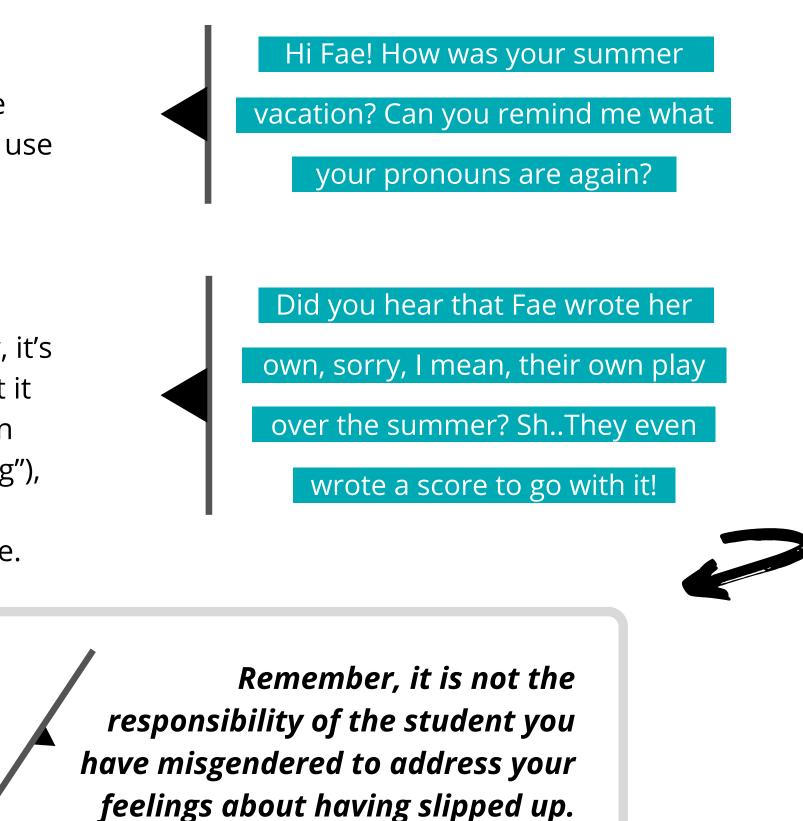
- If you have trouble remembering a student's pronouns, it is always best simply to ask for the reminder! It is also important to ask if you may use these pronouns in front of the class, other teachers, and when contacting home.
- While it is totally normal for it to take practice before you're comfortable with something new, it's important to demonstrate genuine effort to get it right. If you accidentally use the wrong pronoun when referring to a student (aka- "misgendering"), even if they are not present, simply correct yourself and commit to getting it right next time.

Everyone makes mistakes and demonstrating your effort to work on getting it right after a mistake is an *important moment to take.*

For Occasional Teachers

- Be sure to model sharing yours as well!
- ask that students include their name and pronouns on a name-tag or card placed on their desk.





[•] Double check with the school administration or with the teacher you are substituting for that the class list provided for you includes up-to-date student names and pronouns which the students have updated themselves.

[•] It is always best to have students include their pronouns when you do the standard "go-around" of introductions.

[•] As you work to familiarize yourself with the names and pronouns of a new group of students, it may be helpful to