

Handwriting (See KS Handwriting Standards for more specifics)

K: Print many uppercase and lowercase letters with proper proportion (some reversals)

- Print numbers 0-20 with proper proportion (some reversals)
- Use correct pencil grip
- With and support print words and numbers with appropriate spacing
- Use end punctuation(. ! ?) w/ prompting and support
- Use lined paper w/ top, middle & bottom line

First 9 Weeks: - Using the kindergarten book: **"Teaching Writing in K"**, handwriting will be incorporated as written using these letter formation cues (pgs. 43-45)

(Kdg.-may need more time because they are implementing handwriting for the first time)

First Grade:

- Print ALL uppercase and lowercase letters with proper proportion (w/ minimal reversals)
- Print numbers 0-120 with proper proportion
- Use correct pencil grip
- Print words, sentences and numbers with appropriate spacing
- Use end punctuation

First 2 Weeks: - 15 minutes daily to review pencil grip, letter formations, words, sentences and numbers with appropriate spacing (using the letter formation cues on pgs. 43-45 in: **"Teaching Writing in K"**
- "Fluency" writing
- Meaningful practice

Keyboarding *(what is **bold and underlined** below is a standard, other items are what we see students doing already but not a standard)

K:

- **Identifies letters and numbers on a keyboard**
- Locate cursor
- Type name and password
- Know Control, Alt, Delete keys
- Minimize screen
- Manipulate mouse

First 2-4 Weeks: - A center before teacher led Guided Reading
- Teacher monitors while establishing routines

First Grade:

- Identifies letters and numbers on a keyboard
- Locate cursor
- Type name and password
- Know Control, Alt, Delete keys
- Minimize screen
- **Use mouse and keyboard appropriately**

First 2 Weeks: -A center to review keyboard skills, i.e.
<http://www.bbc.co.uk/schools/typing/>

Second Grade:

- Print ALL uppercase and lowercase letters with proper proportion (minimal reversals)
- Print numbers 0-1000 with proper proportion
- Use correct pencil grip
- Print words, sentences and numbers with appropriate spacing
- Use end punctuation

School Year: Review and reinforce manuscript expectations embedded in your writing instruction as needed per student

Third Grade: 30-45 minute Writing Block

- Use standard line paper for manuscript Writing
- Demonstrate an understanding of the organization and basic features of cursive writing (See specifics in standards features of cursive writing a-f)
- Practice for automaticity and stamina

School Year: 15 minutes 2 to 3 days a week
-fluency and meaningful practice

Fourth Grade: 30- 45 minute Writing Block

- Maintain manuscript skills
- Produce words, sentences, paragraphs and numbers with proper proportion and spacing on standard lined paper using cursive writing
- Practice for automaticity and stamina

Second Grade:

- Identifies letters and numbers on a keyboard
- Locate cursor
- Type name and password
- Know Control, Alt, Delete keys
- Minimize screen
- Manipulate mouse
- **Print Document**
- **Name parts of a computer**

School Year: Review and reinforce expectations
This can be embedded throughout the day as students use computers

Third Grade: 30-45 minute Writing Block

- **Use the keyboard in a structured program (BBC Typing) for teaching typing skills (home row, basic symbols, capital letters)**
- **With guidance/support use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.**

First Semester: 15 minutes 2 to 3 days a week for structured keyboarding skills transitioning to producing typed published writing

Second Semester: 15 minutes 2 to 3 days a week
Continue first semester expectations
* Use technology to interact/collaborate w/ others

Fourth Grade: 45 minute Writing Block

- **Use the keyboard in a structured program (BBC Typing) for teaching typing skills (coverage of the entire keyboard)**
- **With guidance/support use technology, including the internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of one page in a single sitting.**
