

<b>Kindergarten</b> <b>Written-Language Production Standards</b> Shading indicates standards for instruction each quarter		1st Q	2nd Q	3rd Q	4th Q
<b>Handwriting Standards</b>					
<b>Form and Production</b>					
<b>HW.K.1 Identify and print letters and numerals with assistance on grade-level appropriate lined paper.</b>					
a. Identify and create basic manuscript lines (vertical, horizontal, circle, slant).					
b. Form lines and letters following the organization of print (left to right, top to bottom).					
c. Identify and print with assistance most uppercase and lowercase letters.					
d. Begin short letters at the midpoint dotted line and end them on the lower line/baseline.					
e. Begin tall letters at the top line and end them on the lower line/baseline.					
<b>HW.K.2. With assistance, produce printed letters, words, and sentences with proper proportion, size, and spacing on grade-level appropriate paper.</b>					
a. Control size of uppercase letters between top and bottom lines.					
b. Begin to print letters with proper proportions of ascenders and descenders (e.g., descenders should approach lower dotted line, ascenders should approach top line, midpoints should align with midpoint dotted line).					
c. With assistance, print whole words with correct spacing between letters (e.g., letters should not touch or "crash" into each other).					
d. With assistance, print sentences with correct spacing between words (e.g., spaces between words should be the size of an individual letter) and between sentences (e.g., spaces between sentences should be the size of two letters).					
<b>(HW.3 begins in 2nd grade)</b>					
<b>Writing Application</b>					
<b>HW.K.4. With assistance, use letters and letter-like forms to produce written text.</b>					
a. Print letters and letter-like forms to create identifiable words.					
b. Print first and last name.					

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<b>Keyboarding Standards</b>					
<b>Word Processing</b>					
<b>KB.K.3.</b> With assistance, identify a keyboard and mouse and begin to apply basic keyboarding skills.					
<i>a. Understand that a keyboard contains letters and numbers.</i>					
<i>b. Identify several letters on a keyboard.</i>					
<i>c. Identify numbers on a number pad.</i>					
<i>d. Identify a mouse.</i>					
<i>e. Identify all letters on a keyboard and that they are not in alphabetical order</i>					
<i>f. Introduce using left hand to depress letter keys on the left side of the keyboard and vice versa.</i>					
<i>g. Identify the space bar and its function.</i>					
<i>h. Use a mouse and understand "clicking" and "double clicking."</i>					