

## **Berlin Handwriting Expectations** \*Modified expectations for SWD and ELL students are assumed

### **Kindergarten**

Ninety percent of all students should exit kindergarten with the ability to correctly form all upper and lower case letters on a line with 80% accuracy.

Activities:

- Use of duplicated sheets for letter tracing activities in the fall and winter
- Emphasis on starting at the top when making all letters with correct grip on pencil
- By spring, some printing is expected to be done each week on elementary lined paper.

### **First Grade**

Students should exit first grade with the ability to neatly form all lower case and uppercase letters on elementary lined paper. Eighty percent of all students will score Secure (14-16 points) on the First Grade Handwriting Assessment.

Activities:

- Use of duplicated sheets and elementary lined paper for letter writing activities
- Classroom assessment exercises will include dictated sentences

*Handwriting books will be sent home at the end of the year with the students.*

### **Second Grade**

Students should exit second grade with the ability to form all lower case letters using cursive writing.

Activities:

- Transition handwriting books will be purchased by the district
- Students will complete the upper and lower case printing review in their handwriting books by January.
- Students will complete the lower case cursive handwriting activities in their handwriting books by the end of the year.
- By May, students will be expected to use lower case cursive writing to write simple words and phrases during the course of daily instruction.

*Handwriting and Quick Word books will be sent home at the end of the year with the students.*

### **Third Grade**

- Cursive handwriting books will be purchased by the district
- Students will complete the lower case cursive review in their handwriting books by the end of first trimester.
- Students will complete the upper case cursive handwriting activities in their handwriting books by the end of second trimester.
- Students will be expected to progressively increase their use of cursive writing in their daily work throughout the school.
- By the end of the year, students will be expected to use cursive writing during all class assignments and in their daily homework.

*Quick word books will be boxed at the end of the year and sent to 4<sup>th</sup> grade.*

### **Fourth Grade**

- Cursive handwriting skills will be reinforced with all students during first trimester.
- Students will be expected to use cursive handwriting exclusively second and third trimesters.

*Quick word books will be boxed at the end of the year and sent to 5<sup>th</sup> grade.*

### **Fifth thru Eighth Grade**

Students will be expected to complete written communications using cursive handwriting. As students progress through the grades, an increasing amount of written communication will be expected to be keyboarded.

*Quick Word books will be sent home with the students at the end of the 5<sup>th</sup> grade year.*