

College and Career Preparedness (CCP) Level 1 Standards at a Glance

Level 1 Standard	Level 1 Proficient Rubric
Technology	
Digital Citizenship and Technology Use: Demonstrate the responsible use of technology at home, in school, and in society	<ul style="list-style-type: none"> - Identify and explain the Anchorage School District and Highland Academy policies and expectations related to appropriate technology use - Examine and reflect on your use of technology while at school - Define digital citizenship - Discuss your personal responsibilities (morally and ethically) regarding technology use - Engage in legal and ethical behavior when using technology
Collaboration: Interact appropriately and efficiently with peers using a digital platform	<ul style="list-style-type: none"> - Brainstorm a variety of way to collaborate with peers using a digital platform - Demonstrate the ability to collaborate with peers effectively and efficiently on a digital platform
Technology Literacy: Explore and practice a variety of new technologies for the purpose of understanding	<ul style="list-style-type: none"> - Define the Information Age - Identify new, relevant pieces of technology - Practice and learn the basics of a new piece of technology - Reflect on the capabilities and limitations of these technologies
Media Literacy and Research Strategies: Identify a variety of publishing methods, outlets, and resources	<ul style="list-style-type: none"> - Identify and evaluate a variety of publishing methods, outlets, and resources - Distinguish between credible and noncredible sources - Assess a variety of sources when conducting research
Plagiarism and Copyright: Examine the importance of academic integrity and examine how it relates to copyright and plagiarism	<ul style="list-style-type: none"> - Define academic integrity and examine why it is important - Understand the difference between copyright and plagiarism - Understand the Anchorage School District and Highland's Academic Honesty Policy
Computer Applications 1: Demonstrate ownership of learning by mastering critical components of Empower	<ul style="list-style-type: none"> - Consistently logs in to Empower - Successfully navigates basic needs in Empower including: <ul style="list-style-type: none"> - Playlists - Snapshot - Submitting assignments - Accessing scores and feedback
Computer Applications 2: Understand and consistently use Google Drive	<ul style="list-style-type: none"> - Consistently log in to Google - Create folders in Google Drive - Appropriately use Google Docs, Google Slides, and Google Spreadsheets including: Sharing, Commenting, Formatting, Making Copies, etc.
Internet Safety: Identify possible personal and moral dangers associated with internet use	<ul style="list-style-type: none"> - Explain three or more dangers associated with internet use - Identify and describe specific safety measures that can be taken to protect yourself online
Career Readiness	
Professional Etiquette: Identify and demonstrate professional classroom etiquette	<ul style="list-style-type: none"> - Identify basic classroom etiquette expectations - Explain the impact of appropriate and inappropriate class behaviors - Consistently demonstrate appropriate classroom etiquette
Career Survey: Use an approved career survey	<ul style="list-style-type: none"> - Take an interest and career survey - Write a reflection on survey results
Career Exploration: Identify several possible careers and practice interview procedures	<ul style="list-style-type: none"> - Differentiate between at least three different post-secondary tracks - Explore information about at least three potential career interests (education, training and experience, skills, availability, salary, etc.) - Identify a variety of tips for a successful interview - Participate in a mock interview
Personal Finance: Demonstrate understanding of basic money management skills	<ul style="list-style-type: none"> - Create a basic, balanced budget - Explain the difference between a checking and savings account - Understand different types of taxes - Differentiate between a debit and credit card - Examine the difference between needs and wants
Portfolio: Create a framework for a living digital portfolio	<ul style="list-style-type: none"> - Digital portfolio framework to include the following artifacts: <ul style="list-style-type: none"> - Work samples (at least 2) - "About me" section - Career survey results and reflection - Work or volunteer experience - Reflection on strengths and weaknesses
Communicate effectively through oral, written, and nonverbal communication: Practice effective communication skills through a variety of methods	<ul style="list-style-type: none"> - Recognize that communication strategies vary based on setting, audience, desired outcome, etc. - Model effective communication techniques through active listening and purposful speaking - Effectively communicate with others through writing