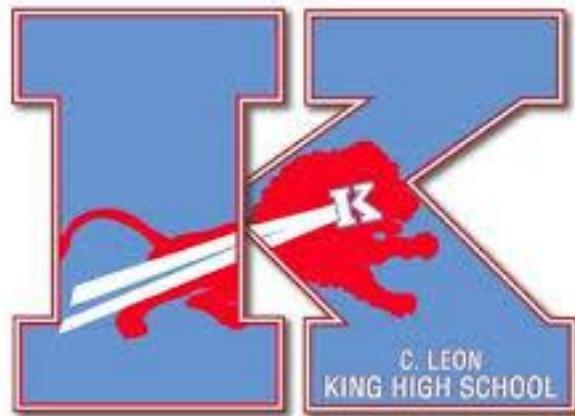


C. Leon King High School

CAS Handbook

For students graduating in 2017 and after



CAS Coordinator:
Meghann Barnes

Revised 7/2020

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SECTION I: Rationale for CAS

CAS is the framework for experiential learning, designed to involve students in new roles. This is based on the philosophy that students benefit and learn the most from direct experience. Next to cognitive growth, physical and social activities are needed to build character. This process of doing and reflecting on the doing provides an excellent opportunity to extend what is learned in the classroom. When well carried out, CAS should build self-esteem, self-confidence, autonomy and self-reliance. The spirit of CAS should be considered at all times.

CAS is meant to support the Diploma Programme curriculum through a variety of ways.

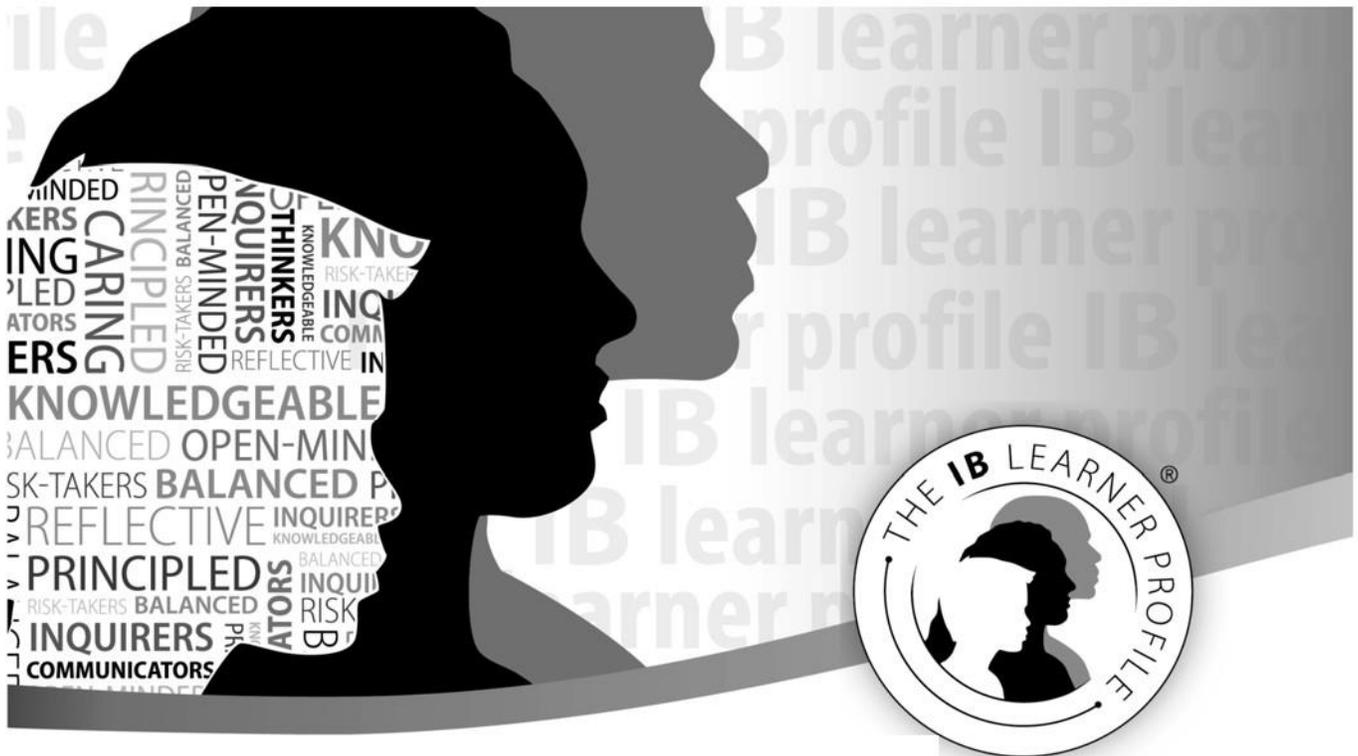
“Through CAS [...] students are encouraged to grow both personally and socially, developing skills such as cooperation, problem-solving, conflict resolution and creative and critical thinking, as well as developing their own identities. CAS continues to develop students’ ability to engage in critical reflection, offering increasingly sophisticated opportunities for students to analyze their own thinking, effort and performance. Students also learn how to set challenging goals and develop the commitment and perseverance to achieve them.

The elements of approaches to learning and the attributes of the learner profile highlighted and developed across the continuum of IB programmes are lived through the variety of CAS experiences and CAS project(s). Further, during CAS students continue to develop individual and shared responsibility, and effective teamwork and collaboration.” [CAS Guidebook 2015, Page 7]

We believe CAS serves to round out a student’s education. At its core, CAS is your excuse to “have a life” outside of IB. Since IB is the most rigorous curriculum we can offer in this school district, it’s important for all students to have an outlet to constructively express themselves with experiences outside of school they enjoy. This channels out in two ways. First, many students likely already participate in a variety of activities and we think that’s wonderful. These activities probably count for CAS hours. But for the sake of the IB Diploma, it’s important that we capture those experiences in a meaningful way. This guide will explain these procedures. However, for the student who doesn’t participate in many activities, we hope that you will still see CAS as an opportunity to further challenge yourself and reach new heights you may never have thought were possible

Furthermore, and more importantly, we believe CAS is an essential part of preparing students for life after high school. Colleges desire students who are well rounded and strong in more than just academics. Colleges look for lifelong learners that will positively contribute to the culture of their campus and possibly even bring notoriety to their university. To this, we often say that colleges want to know what you can do for them just as much as students ask what college can do for you. We feel it is just as important for our students to be able to answer this question as it is for their potential college choice. Even beyond high school CAS gives students an opportunity to have experiences that may prove useful later on in life as well.

KHS Beyond that, though, we believe the here and now is important too. This will primarily be done through helping you grow in ways outlined in the IB Learner Profile. So consider these moving forward.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives— intellectual, physical, and emotional— to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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SECTION II: Explanation of CAS

So what exactly is CAS anyway?

CAS Experiences

A CAS experience is a specific event in which the student engages with one or more of the three CAS strands. CAS experience can be a single event or may be an extended series of events.

A CAS experience must:

- *fit within one or more of the CAS strands*
- *be based on a personal interest, skill, talent or opportunity for growth*
- *provide opportunities to develop the attributes of the IB learner profile*
- *not be used or included in the student's Diploma course requirements*

To further assist students in deciding on a CAS experience, the following questions may be useful for students to consider.

- *Will the experience be enjoyable?*
- *Does the experience allow for development of personal interests, skills and/or talents?*
- *What new possibilities or challenges could the experience provide?*

[CAS Guidebook 2015, Pages 14-15]

CAS Strands

CAS is organized around the three strands of creativity, activity and service defined as follows.

- *Creativity—exploring and extending ideas leading to an original or interpretive product or performance*
- *Activity—physical exertion contributing to a healthy lifestyle*
- *Service—collaborative and reciprocal engagement with the community in response to an authentic need*

[CAS Guidebook 2015, Page 8]

In further detail, some *examples* are listed below. **THIS LIST IS NOT EXHAUSTIVE.**

CREATIVITY: *exploring and extending ideas leading to an original or interpretive product or performance*

- Participation in KHS Band / Chorus /Orchestra, etc...
- Participation in KHS Drama / Starlets / Cheerleading, etc...
- Participation in any other community art program (Ballet, dance, etc...)
- Taking a sewing class
- Taking a cooking class
- Taking a painting or pottery lesson
- Private piano lessons
- Self-taught Guitar lessons
- Self-taught baking or cooking
- Engaging in another self-taught activity, within guidelines

ACTIVITY: *physical exertion contributing to a healthy lifestyle*

- Participation in ANY KHS Sport
- Participation in ANY community sport (Karate, West Florida Flames Soccer Club, etc...)
- Training for a 5k
- Taking a Zumba or yoga class at a community gym
- Working out at a community gym on the various equipment
- Riding your bike in your neighborhood
- Any volunteerism that does not meet the criteria for service
- Engaging in another individual sport, within guidelines

SERVICE: *collaborative and reciprocal engagement with the community in response to an authentic need*

- Any work for a non-profit organization or charity (See KHS IB Website for a longer list)
- Tutoring
- Volunteering at the animal shelter
- Volunteering at the YMCA, mentoring younger students
- Volunteering at a library or museum
- Feeding the homeless/ volunteering at a food pantry or homeless shelter
- Raising money for cancer research / participating in Relay for Life
- Picking up trash or recycling

Special notes about Service

In Hillsborough County, we encourage all students to meet criteria for the **Florida Bright Futures Scholarship**. This part involves community service hours. Neither Bright Futures nor IB has any rules against hours counting for both requirements. So we have aligned the requirements of both so they may count for both. **All hours counted for CAS Service will be Bright Futures hours and will show on the transcript.** Since Bright Futures requires the hours to address a social issue, this will also be the requirement for IB Service hours. **If the hours performed do not address a social issue, the hours are likely not going to qualify for service.** Students may earn Activity hours instead.

Examples of social issues include:

- Animal Rights
- At-Risk Youth
- Disaster Relief
- Education/Literacy
- Access to education
- Environment
- Water Quality
- Waste Management
- Equality/Human Rights
- Abuse, Violence
- Human Trafficking
- Human Rights
- Health Issues
- Teen Pregnancy
- Problems with health care
- Addictions
- Peace & Politics
- Refugees
- Censorship
- Poverty/ Hunger



CAS Stages

These CAS stages represent a process and sequence that can assist students in many aspects of their life. They follow a process whereby they investigate an interest that often raises questions and curiosity, prepare by learning more, take some form of action, reflect on what they have done along the way, and demonstrate their understandings and the process. By applying these stages to CAS, students have a reliable yet flexible structure they can then apply to future situations with confidence.

The five CAS stages (IPARD) are as follows:

- 1. Investigation:** Students identify their interests, skills and talents to be used in considering opportunities for CAS experiences, as well as areas for personal growth and development. Students investigate what they want to do and determine the purpose for their CAS experience. In the case of service, students identify a need they want to address.

It is important to note here that students are required to learn about a CAS experience before engaging in it, as often as possible. This means students should already be thinking about

- What are my goals?*
- Who is my supervisor?*
- What is involved in my risk assessment?*

- 2. Preparation:** Students clarify roles and responsibilities, develop a plan of actions to be taken, identify specified resources and timelines, and acquire any skills as needed to engage in the CAS experience.

- 3. Action:** Students implement their idea or plan. This often requires decision-making and problem-solving. Students may work individually, with partners, or in groups.

- 4. Reflection:** Students describe what happened, express feelings, generate ideas, and raise questions. Reflection can occur at any time during CAS to further understanding, to assist with revising plans, to learn from the experience, and to make explicit connections between their growth, accomplishments, and the learning outcomes for personal awareness. Reflection may lead to new action.

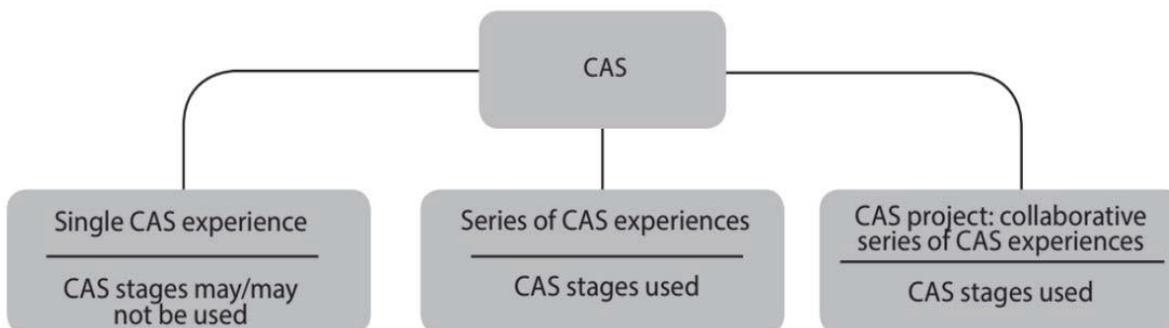
- 5. Demonstration:** Students make explicit what and how they learned and what they have accomplished, for example, by sharing their CAS experience through their CAS portfolio or with others in an informal or formal manner. Through demonstration and communication, students solidify their understanding and evoke response from others. **Examples of demonstration may be showcasing your CAS Experience on the school morning show, on social media, on a website, blog, newspaper article, or any other form of media or communication.**

The CAS stages provide a framework that enables students to:

- increase self-awareness
- learn about learning
- explore new and unfamiliar challenges
- employ different learning styles
- develop their ability to communicate and collaborate with others
- experience and recognize personal development
- develop attributes of the IB learner profile

For singular CAS experiences, students may begin with investigation, preparation, or action. For ongoing CAS experiences, beginning with investigation is advised. In these ongoing experiences, the action stage may lead students back to investigation or preparation as they further develop, expand and implement new or related ideas. [CAS Guidebook 2015, Page 17]

When are CAS Stages used?



[CAS Guidebook 2015, Page 15]

Approaches to CAS

CAS experiences can be Short-term or ONGOING. Sometimes you may not have even realized you've had a CAS experience until after it's over and you found yourself reflecting and realized it was pretty meaningful. Other times, your CAS experiences may last longer.

CAS experiences can be INDIVIDUAL activities or group-based. We think you should have a variety here. Sometimes your experiences will be personal and individual. But there will definitely be opportunities for you to work with others and that will be important too.

CAS experiences can be SCHOOL-BASED or COMMUNITY-BASED. School organizations are wonderful opportunities for CAS. But it's also great to branch out and serve and learn from the community all around you.

What Is NOT CAS?

CAS is not a points-scoring exercise. It should be an interesting variety of activities that you find intrinsically worthwhile and rewarding, and which is mutually beneficial to you and to your community. Generally, CAS is not taking place when you are in a passive rather than an active role. There should be interaction. If you are passive, nothing of real value, either for you or for other people, results from what you are doing, and no real reflection is possible. Examples of activities, which at first sight would appear to be inappropriate, are listed below.

- Any class, activity or project that is already part of the Diploma Programme
- Any activity where the student is compensated for their work, monetarily, or otherwise
- Activities that are of direct service to KHS (such as helping set up lockers or helping teachers set up their classrooms)
- An activity for personal reward, financial, or benefit-in-kind
- Simple, tedious, and repetitive work, such as filing paperwork in a hospital
- A passive pursuit, e.g. museum, theatre, exhibition, concert visits, or making a donation
- Part of family or religious duty, such as volunteering for a family owned business
- Work experience that only benefits the student, such as raising money for your baseball team to buy new uniforms
- Activities that cause division amongst different groups in the community, including Proselytizing.

Goals

IB desires for all of your CAS experiences to be goal-driven. Your goals can be big or small, short-term, or long-term. But the purpose of CAS is to always be improving in some way, no matter how small. Goals for Creativity and Activity experiences will likely be more personal. Sometimes Service goals will also be personal, but sometimes your goal for a service experience will focus on the outcome of your involvement and be centered on the organization you are helping.

Your CAS interview and reflection are helpful here. Consider your ability in any given activity on a scale of 0 to 10. Your goal can be moving from a 0 to a 1 in a year, or your goal can be moving from a 7 to a 10 in 3 years. Either way, goals should be SMART (Specific, measureable, actionable, realistic, and timely). See our website for more resources on goals if you need them.

Risk Assessment

The IB and the learner profile attributes encourage students to be risk-takers; however, this does not mean that students or teachers should be encouraged to take unnecessary risks or place themselves in danger. The key to safely taking risks is having the ability to fully understand the nature of the risk being taken and how to mitigate potentially dangerous outcomes where necessary. [CAS Guidebook 2015, Page 39]

Conducting a risk assessment should always be part of your CAS experiences and it will be important to reflect on this often. With this risk assessment, students are asked to evaluate their safety and the safety of others while engaging in different CAS experiences. Any activity that is deemed unsafe is not encouraged. ***The IB requires that schools always comply with the pertinent local health and safety laws and regulations both in and out of the classroom.***

SECTION III: CAS Requirements

- A. **Requirement.** Successful completion of CAS is a **requirement** for the award of the IB Diploma. While not formally assessed, students reflect on their CAS experiences and provide evidence in their CAS portfolios of achieving the seven learning outcomes.
- B. **Timeline.** The CAS programme formally begins at the start of the Diploma Programme and continues regularly, ideally on a weekly basis, for **at least 18 months** with a reasonable balance between creativity, activity, and service.
- C. **Portfolio.** All CAS students are expected to maintain and complete a **CAS portfolio** as evidence of their engagement with CAS. The CAS portfolio is a collection of evidence that showcases CAS experiences and for student reflections; it is not formally assessed.
- D. **Learning Outcomes.** Completion of CAS is based on student achievement of the seven **CAS learning outcomes**. Through their CAS portfolio, students provide the school with evidence demonstrating achievement of each learning outcome.
- E. **CAS Project.** Further, students undertake a **CAS project** of at least one month's duration that challenges students to show initiative, demonstrate perseverance, and develop skills such as collaboration, problem-solving, and decision-making. The CAS project can address any single strand of CAS, or combine two or all three strands.
- F. **Interviews.** There are three formal documented interviews students must have with their CAS Adviser. The first interview is at the beginning of the CAS programme, the second at the end of the first year, and the third interview is at the end of the CAS programme.
- G. **Reflection.** CAS emphasizes **reflection** which is central to building a deep and rich experience in CAS. Reflection informs students' learning and growth by allowing students to explore ideas, skills, strengths, limitations and areas for further development and consider how they may use prior learning in new contexts.

[CAS Guidebook 2015, Pages 8, 9]

A. Requirement

To be clear...CAS is a GRADUATION REQUIREMENT

- **King Pre-IB Students:** Students in grades 9 and 10 are required to earn 40 total service hours over the course of two years.
- **IB Diploma Students:** Students in grades 11 and 12 are required to earn 110 total hours over the course of two years. Of these 110 hours, 60 must be service hours, 25 must be creativity hours, 25 must be activity hours. *Total for all four years is 150 hours

	9 th & 10 th King Pre-IB	11 th & 12 th IB Diploma Programme	Total hours due in April of senior year
Creativity	-	25	25
Activity	-	25	25
Service	40	60	100
Total			150

B. Timeline

- **King Pre-IB Students:** Students may begin these hours the day after they complete their Managebac training in the Fall of the 9th grade year. They will have until May of 10th grade to complete the 40 hours (21 Months). Failure to complete the King Pre-IB CAS requirement may result in the student's removal from the IB Programme.
- **IB Diploma Students:** IB does not consider students to officially enter the Diploma Programme until they formally begin grade 11. Therefore, the timeline for the IB DP CAS hours may not begin until the first day of school of junior year, and the hours are due in April of the student's senior year (20 Months). Failure to complete may result in the student's removal from the IB Programme and inability to graduate.

C. CAS Portfolio

All CAS students are expected to maintain and complete a CAS portfolio as evidence of their engagement with CAS and achievement of the seven CAS learning outcomes. The CAS portfolio is a collection of evidence that showcases CAS experiences and for student reflections; it is not formally assessed. The CAS portfolio is used by students to plan their CAS programme, reflect on their CAS experiences and gather evidence of involvement in CAS.

The CAS portfolio can also reveal how students have developed the attributes of the IB learner profile. It could also be a valuable addition to a student's resume for a prospective employer or educational institution. The CAS portfolio is used to showcase the student's CAS programme and should be a source of pride for the student.

[CAS Guidebook 2015, Pages 8 & 30]

At KHS, a CAS Portfolio will be maintained through ManageBac. Students are encouraged to upload documents, files, photos, and other types of media to enhance their CAS portfolio and demonstrate understanding of the learning outcomes.

D. Learning Outcomes

To complete the CAS requirement, at the end of the programme, you must provide evidence that all seven learning outcomes described below have been met. Some may be demonstrated many times, in a variety of activities, but completion requires only that there is evidence for every outcome.

As a result of your CAS experience as a whole, including your reflections, there should be evidence that you can:

LO 1	Increase <u>awareness</u> of own strengths and develop areas for growth
Descriptor	Students are able to see themselves as individuals with various abilities and skills, of which some are more developed than others.
LO 2	Demonstrate that <u>challenges</u> have been undertaken, developing new skills in the process
Descriptor	A new challenge may be an unfamiliar experience or an extension of an existing one. The newly acquired or developed skills may be shown through experiences that the student has not previously undertaken or through increased expertise in an established area.
LO 3	Demonstrate how to <u>initiate</u> and plan a CAS experience
Descriptor	Students can articulate the stages from conceiving an idea to executing a plan for a CAS experience or series of CAS experiences. This may be accomplished in collaboration with other participants. Students may show their knowledge and awareness by building on a previous experience, or by launching a new idea or process.
LO 4	Show <u>commitment</u> to and perseverance in CAS experiences
Descriptor	Students demonstrate regular involvement and active engagement in CAS.
LO 5	Demonstrate the skills and recognize the benefits of working <u>collaboratively</u>
Descriptor	Students are able to identify, demonstrate and critically discuss the benefits and challenges of collaboration gained through CAS experiences.
LO 6	Demonstrate engagement with issues of <u>global significance</u>
Descriptor	Students are able to identify and demonstrate their understanding of global issues, make responsible decisions, and take appropriate action in response to the issue either locally, nationally or internationally.
LO 7	Recognize and consider the <u>ethics</u> of choices and actions
Descriptor	Students show awareness of the consequences of choices and actions in planning and carrying out CAS experiences.

[CAS Guidebook 2015, Pages 11-12]

E. CAS Project

A CAS project is a collaborative, well-considered series of sequential CAS experiences, **lasting at least one month**, engaging students in one or more of the CAS strands of creativity, activity, and service. CAS students must be involved in at least one CAS project during their CAS programme.

The primary purpose of the CAS project is to ensure participation in sustained collaboration. Through this level of engagement students may discover the benefits of teamwork and of achievements realized through an exchange of ideas and abilities. A CAS project challenges students to show initiative, demonstrate perseverance, and develop skills such as those of cooperation, problem-solving and decision-making.

A CAS project involves collaboration between a group of students or with members of the wider community. Students work as part of a team, with all members being contributors. A CAS project offers students the opportunity to be responsible for, or to initiate, a part of or the entire CAS project. Working collaboratively also provides opportunities for individual students to enhance and integrate their personal interests, skills and talents into the planning and implementation of CAS projects.

All CAS projects should use the CAS stages as a framework for implementation to ensure that all requirements are met.

A CAS project can address any single strand of CAS, or combine two or all three strands. The following examples are provided to help generate further ideas without limiting the scope and direction of a CAS project.

- Creativity: A student group plans, designs, and creates a mural.*
- Activity: Students organize and participate in a sports team including training sessions and matches against other teams.*
- Service: Students set up and conduct tutoring for people in need.*
- Creativity and activity: Students choreograph a routine for their marching band.*
- Service and activity: Students plan and participate in the planting and maintenance of a garden with members of the local community.*
- Service and creativity: Students identify that children at a local school need backpacks and subsequently design and make the backpacks out of recycled materials.*
- Creativity, activity, and service: Students rehearse and perform a dance production for a community retirement home.*

All CAS projects are designed with a defined purpose and goals. Individual students identify one or more learning outcomes to further guide their role and responsibilities in the CAS project. Students will likely identify more outcomes, or modify expected outcomes during the CAS project and/or at its completion. CAS projects of longer duration can provide even greater scope and opportunities for all participants and should be encouraged. Students should aim to undertake their CAS project locally and, if possible, engage in more than one CAS project over the duration of their CAS programme.

As expected throughout CAS, students reflect on their CAS project experience. Due to the collaborative nature of the CAS project, having occasions to reflect with others can prove most informative and assist students in gaining insights into the process of their endeavor as well as personal growth.

[CAS Guidebook 2015, Page 24]

F. Interviews

There are three formal documented interviews students must have with their CAS adviser. The first interview is at the beginning of the CAS programme, the second at the end of the first year, and the third interview is at the end of the CAS programme.

[CAS Guidebook 2015, Page 9]

Interview 1: This interview is conducted at the beginning of the Diploma Programme. The interview will consist of the CAS Coordinator presenting the CAS requirements to the students. The goal of this interview is to ensure students understand CAS requirements.

Interview 2: This interview will be conducted by CAS advisors during homeroom at the end of junior year. The goal of this interview is to monitor students' progress and assist with any questions they may have.

Interview 3: This interview will be conducted by the CAS advisors during homeroom towards the end of senior year. The goal of this interview is for students to reflect on their overall progress and verify CAS completion.

G. Reflection

Being reflective is one attribute of the IB learner profile: "We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development." Reflection is central to building a deep and rich experience in CAS. Developing a culture of reflection helps students recognize and understand how to be reflective as well as deciding the best methods and appropriate timing. Student learning is enhanced by reflection on choices and actions. This enables students to grow in their ability to explore skills, strengths, limitations and areas for further development. Through reflection students examine ideas and consider how they might use prior learning in new contexts. Reflection leads to improved problem-solving, higher cognitive processes and greater depth of understanding in addition to exploring how CAS experiences may influence future possibilities.

Elements of reflection

Reflection is a dynamic means for self-knowing, learning and decision-making. Four elements assist in the CAS reflective process. The first two elements form the foundation of reflection.

- *Describing what happened: Students retell their memorable moments, identifying what was important or influential, what went well or was difficult, obstacles and successes.*
- *Expressing feelings: Students articulate emotional responses to their experiences. The following two elements add greater depth and expand perspectives.*
- *Generating ideas: Rethinking or re-examining choices and actions increases awareness about self and situations.*
- *Asking questions: Questions about people, processes or issues prompt further thinking and ongoing inquiry.*

Examples of questions answered in Reflection:

- *Why did I make this particular choice?*
- *How did this experience reflect my personal ideas and values?*
- *In what ways am I being challenged to think differently about myself and others?*
- *How did I feel about the challenges?*
- *What happened that prompted particular feelings?*
- *What choices might have resulted in different feelings and outcomes?*

Understanding Reflection: *One way to explain reflection is to clarify what reflection is and what it is not. A helpful way to initiate discussion of the reflective process is for students to collaborate with their peers and draw up their own comparison table. This chart shows examples of what students may list and discuss.*

Reflection is:	Reflection is <u>NOT</u> :
<ul style="list-style-type: none"> • honest • personal • done in many different ways • sometimes difficult • sometimes easy • sometimes creative • building self-awareness • necessary for learning • what I did, combined with how I felt • surprising • helpful for planning • done alone or with others • about thoughts, feelings, and ideas • adding perspective 	<ul style="list-style-type: none"> • forced • right or wrong • good or bad • marked or graded • difficult • copying what someone else said • predictable • to be judged by others • only a summary of what happened • done to please someone else • a waste of time • only written • only discussion • only led by teachers

Time for reflection

Students choose significant moments as the basis for reflection, for example when:

- *A moment of discovery is happening*
- *A skill is mastered*
- *A challenge is confronted*
- *Emotions are provoked*
- *Achievement deserves celebration*

Forms of reflection:

CAS students should be able to identify forms of expression that have personal meaning and best enable them to explore their experiences. For example:

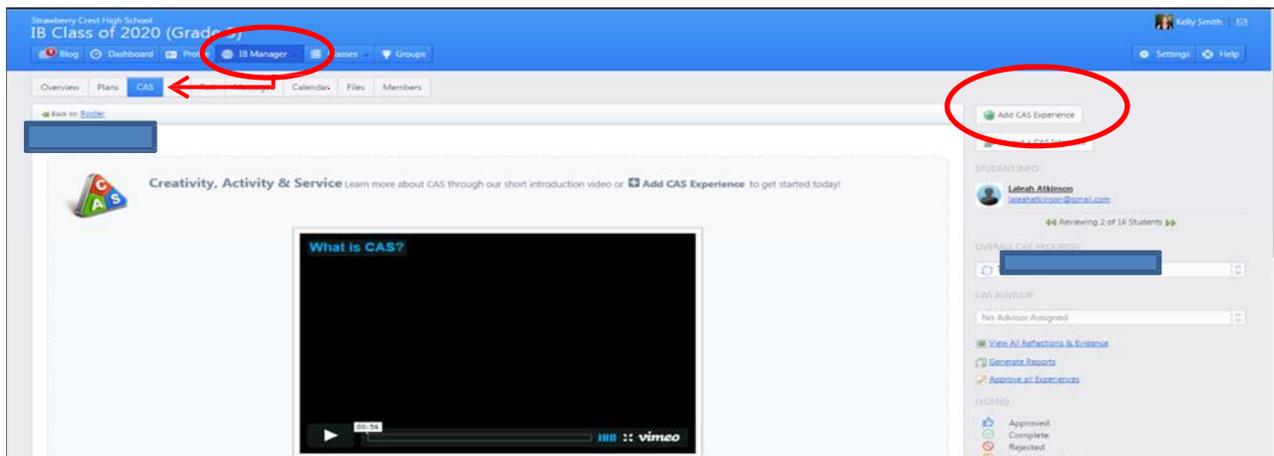
- *A student might take photographs while hiking and use these to reflect in writing.*
- *Two students could compose a song describing how they helped children.*
- *A student might dramatize a poem to capture a feeling of creative endeavor.*
- *A student could produce a short video summarizing a CAS experience.*
- *A group of students create a poster highlighting aspects of a shared experience.*

[CAS Guidebook 2015, Pages 26-29]

SECTION IV: CAS Procedures

How to add a CAS activity to ManageBac:

1. Click “Add CAS Activity”
 - a. You will find this button by clicking the “IB Manager” tab at the top, then clicking the CAS tab



- a. Name of Experience
- b. Whether it's a CAS Project or not (You should only have one CAS Project...)
- c. Approaches to CAS
- d. Start and end dates (Again, guess the best you can)
- e. Description of activity and goals
- f. Planned social issue (for service activities only)
- g. Planned hours in what category? (Guesstimate! You can change it later!)
- h. Who will be supervising you? Put your homeroom teacher as your supervisor. The green CAS form will be used for your supervisor of the activity.
- i. Planned learner outcomes (Again, guess the best you can)

Example: Fields will highlight as you select them

A screenshot of the 'Add CAS Experience' form in ManageBac. The form is titled 'Add CAS Experience' and includes several sections: 'Experience Name*' with the value 'Recycling' and a 'CAS Project' checkbox; 'Approaches' with 'Ongoing' and 'School-based' selected; 'Start Date*' and 'End Date*' both set to August 10, 2016; 'Description and Goals' with the text 'Recycling for SOD; picking up bins in classrooms and moving recyclables to a central location for further handling'; 'Social Issue! (for service activities only)' with 'Environment' selected; 'Strands' with 'Creativity', 'Activity', and 'Service' selected and their respective hours (0.0, 0.0, and 30); 'Type of Service Action' with 'Direct' selected; 'Supervisor Name*' and 'Supervisor Title*' both set to 'Mrs. G' and 'Recycling Club sponsor'; 'Supervisor E-mail*' and 'Supervisor Contact #*'; and 'Please select your targeted learning outcomes' with 'Strength & Growth', 'Initiative & Planning', 'Collaborative Skills', 'Ethics of Choices & Actions', 'Challenge & Skills', and 'Commitment & Perseverance' selected. The form ends with 'Add CAS experience' and 'Cancel' buttons.

3. Once you've done that, you'll see the activity appear in your worksheet.

- a. The activity will show it needs approval
- b. The learner outcomes you entered on the previous page will appear in yellow because they are planned outcomes.

IB Class of 2020 (Grade 9)

Overview Plans **CAS** EE ToK Messages Calendar Files Members

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Recycling Ongoing School-based Direct 30 hours

August 10, 2016 - May 10, 2017

Recycling for CAS; picking up bins in classrooms and moving recyclables to a central location for further handling

Supervisor (For service Activities Only):
Environment

Learning Outcomes:

1. Demonstrate the skills and recognize the benefits of working collaboratively
2. Demonstrate engagement with issues of global significance
3. Recognize and consider the ethics of choices and actions

Recycling Club sponsor Mrs. G
example@sdhc.k12.fl.us [Complete Supervisor Review](#)

Supervisor Review
Please verify the student's submitted hours. You may also comment on the student's progress, effort and commitment if desired.
Supervisor Review Not Completed

Message Board

EXPERIENCE STATUS
To Be Determined
[Add Reflections & Evidence](#)

STUDENT INFO
Joe Anystudent
anything@email.com
Reviewing 1 of 16 Students
Select experience: **Recycling**

Summary
[CAS Questions](#)
[Reflections & Evidence](#)

NEXT STEPS
Once you have completed your experience and submitted reflections or CAS questions, you can request that your Experience Supervisor complete your review online.

Upload a Document

MB

[Upload CAS Document](#)

Notes & Interviews

[Post a Note](#)

New note by Kelly Smith

Record as Interview Note
Your note will be automatically delivered via e-mail.

[Save note](#)

LEGEND

- 👍 Approved
- 👍 Complete
- 👍 Rejected
- 👍 Needs Approval
- 👍 CAS Project

OUTCOMES

- Strength & Growth
- Challenge & Skills
- Initiative & Planning
- Commitment & Perseverance
- Collaborative Skills
- Global Engagement
- Ethics of Choices & Actions
- Student has completed the CAS Programme

HOURS PROGRESS

Recycling

TOTALS

Approved: C D A B S

Complete: C D A B S

PROGRESS

60%

Completed Hours ■ Planned Hours ■

4. Once your activity is approved by your homeroom teacher a blue “Thumbs up” will appear. That means you’re all set!

Strawberry Crest High School

IB Diploma Class of 2016 (Grade 12)

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Joe Anystudent

👍 **Relay for Life** S Out-of-School 30 hours

I will be participating in Relay for Life and conduc car wash and bake sale fundraisers

CAS Documents

[Add CAS Activity](#)

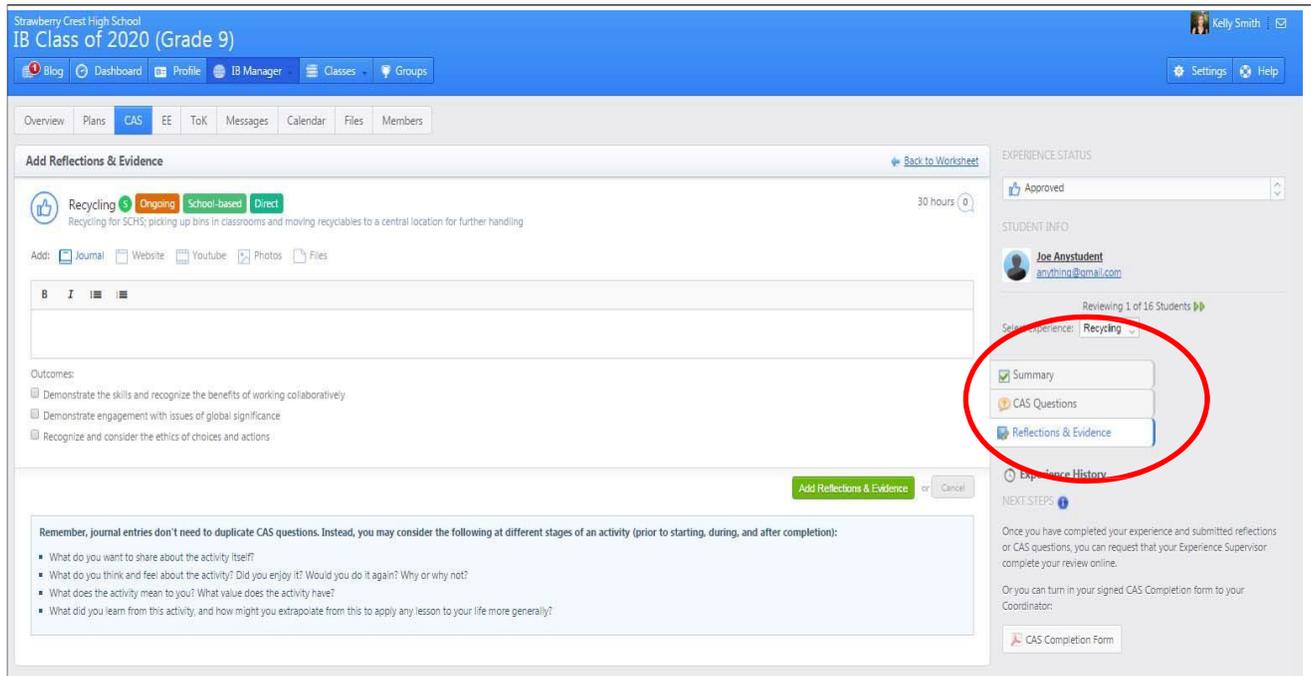
[Quick Start Guide](#)

STUDENT INFO
Joe Anystudent
anything@gmail.com

5. Complete your activity
 - a. Include periodic reflections
 - b. make sure to collect evidence as needed.

7. Complete your reflection and add evidence

- a. See above for suggestions on kinds of evidence to add, and all the ways you can reflect. The more you add, the better! Remember, this is part of your CAS Portfolio.
- b. If you have nothing to upload, the simplest reflection is a journal entry. See above for prompts.
- c. You must check off any learner outcomes you met somewhere in this reflection section. Once you do, they will change from yellow to green on your worksheet.

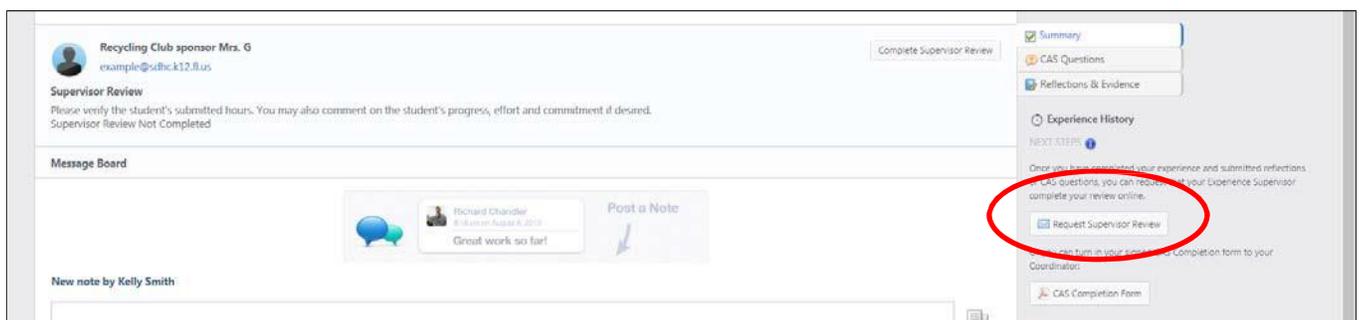


And the orange “Reflection” button will appear, indicating you wrote a reflection.

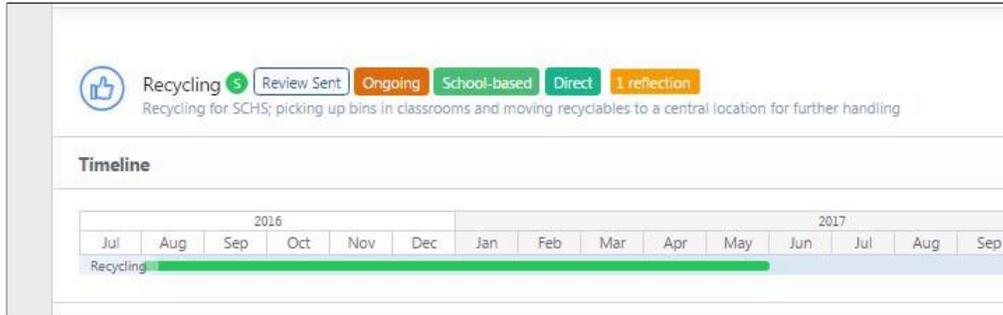


8. Have your homeroom teacher complete the supervisor review

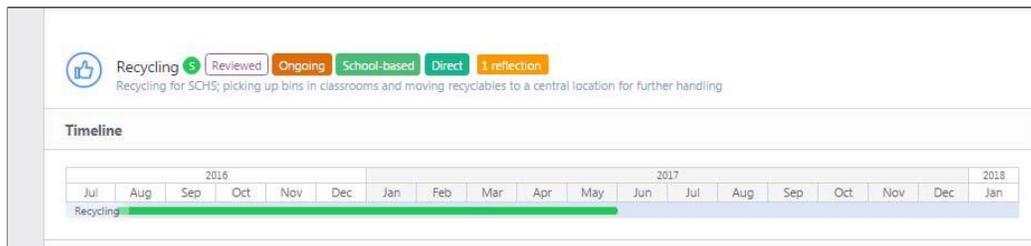
- a. You can request this through ManageBac if you put their e-mail address in there. Just click the button.
NOTE: This button will only appear AFTER you have started your CAS questions or Reflection!
 - i. Supervisors don't need a ManagBac account for this step



ii. Once that's done, an icon will appear to show that it was sent.

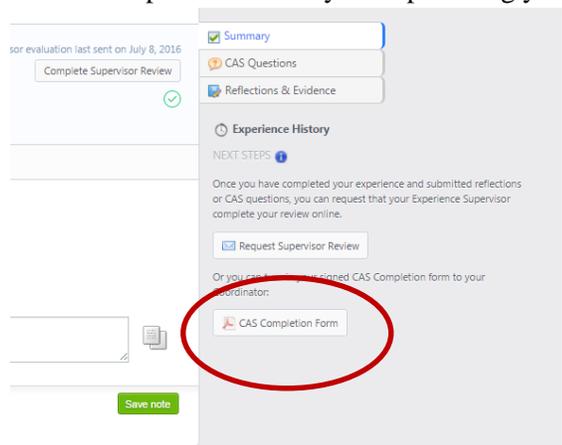


iii. Once they respond, ManageBac will tell you that the activity has been reviewed.



b. If your supervisor can't do the review by email, we can verify it in other ways instead.

- i. One way is to upload some form of official documentation from the organization such as a certificate or a letter on the company's letter head. Remember, this must be SIGNED
- ii. Another option is to use the CAS completion form. A CAS completion form can be generated on Managbac at any time, even before the activity is approved. It is advised to print this out anytime you start an activity but are unsure of the person who may be supervising you



iii. Whenever you bring in paper documentation (the Green CAS form) to verify an activity, Upload it as a file or photo in your reflection, and LET YOUR HOMEROOM TEACHER KNOW to look for it. Then it can be manually marked as complete.

Strawberry Crest High School
IB Class of 2020 (Grade 9)

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Add Reflections & Evidence

Recycling Reviewed Ongoing School-based Direct
 Recycling for SCHS; picking up bins in classrooms and moving recyclables to a central location for further handling

Add: Journal Website Youtube photos Files

B I

Outcomes:

- Demonstrate the skills and recognize the benefits of working collaboratively
- Demonstrate engagement with issues of global significance
- Recognize and consider the ethics of choices and actions

9. When the review has been completed, the activity will be verified by your homeroom teacher or Mrs. George for completion. Once you see the green check, THEN your activity is truly done

Joe Anystudent

Aims & Goals for CAS

Save Changes

Recycling Reviewed Ongoing School-based Direct 1 reflection 30 hours

Recycling for SCHS; picking up bins in classrooms and moving recyclables to a central location for further handling

a. You will see the hours show as complete at the bottom of your worksheet too!

TOTALS

Approved: C 0 A 0 S 18

Complete: C 0 A 0 S 18

SECTION V: Participant Responsibilities

- A. Student Responsibilities
 - a. Seek out opportunities
 - b. Complete Risk Assessments
 - c. Get pre-approval
 - d. Turn in all documentation
 - e. Set goals
 - f. Write reflections
 - g. Make sure all activities have a supervisor
 - h. Log all CAS experiences into ManageBac as outlined in this handbook
- B. Parent Responsibilities
 - a. Encourage students to complete their hours
 - b. Ensure student safety
 - c. Log on to ManageBac regularly and help track students' hours
 - d. Support students' efforts with CAS (rides, registration fees, etc...)
- C. Teacher Responsibilities
 - a. Pre-approve for their HR
 - b. Act as the supervisor
 - c. Monitor student progress in ManageBac and verify completeness of documentation
 - d. Mark experiences as complete once documentation is verified as completed
- D. CAS Coordinator Responsibilities
 - a. Track all students' hours/monitor progress
 - b. Seek out and share CAS Opportunities
 - c. Support all stakeholders
- E. Community Responsibilities
 - a. Act as a supervisor when appropriate. No ManageBac account is required.
 - b. Monitor student safety and performance during CAS experiences.

SECTION VI: Frequently Asked Questions

1. *Do I need (both) the e-mail to the supervisor AND the CAS Completion form?*

No, as long as you have one or the other, this is sufficient.

2. *What if my activity doesn't have a supervisor? Can my parent be my supervisor?*

While self-directed activities are permitted, a parent or family member still may NOT be a supervisor for any Service experience. In the case of self-directed activities, please allow your homeroom teacher/CAS Advisor to act as your supervisor. In cases like this, it is extremely important to include extra evidence in your reflection so that your CAS Advisor may act as your supervisor. Examples of extra evidence may include but are not limited to:

- A map of a run/jog/bike ride you did, either printed from the internet, or a screenshot of an activity tracking app you use
- A detailed account of a workout
- Recipes used, or a description of the creative process of how a recipe was “created from scratch”
- Photos or videos
- An activity log

3. *What is an activity log and where can I find one?*

An activity log is any document that tracks dates and times of a CAS activity. You can find a blank log in the files section of ManageBac. Activity logs are not required for every CAS experience, but are highly encouraged for ALL self directed activities and for service activities as well

4. *Is it good to earn extra hours than what is required?*

It really depends. In short, for Creativity and Activity hours, no. But for service, YES! Let's look at why...

- Remember that CAS is IB-specific. And while service hours may be universally understood, Creativity hours and Activity hours are not as well-known. So when colleges look at your application and examine your extra-curricular activities, they might see the value in some of your creativity and activity experiences without concern for the number of hours you logged.

- For example, which sounds better?

Jane Doe logged 327 Activity hours playing basketball.

-Or-

Jane Doe has been playing basketball since 9th grade and she made the varsity team as a sophomore, and is now captaining the team her senior year. During her time on the team, our school won district championships in 2012.

******(See why the hours don't matter as much here? The best way to quantify differences between students is to describe the experience as a whole, and not just tally up hours. For example, some students who participate on a team or other long- term commitment may not put in as many hours as others, but may still have a meaningful experience with it. Conversely, time invested doesn't always guarantee a meaningful experience. So the focus here is not to emphasize on the numbers, but the experience as a whole.)******

- On the other hand, service hours are very important to keep a precise tally. Extra is always good. Here's how that looks in an application or letter of recommendation.

Jane Doe earned 243 service hours volunteering for Relay for Life and Tampa General Hospital while at KHS. With her time at Relay, last year our school raised over \$22,000 combined towards the fight against cancer.

- All service hours earned WILL show up on your transcript, and will count towards Bright Futures. The more you have, the better!

5. *What if I have a CAS experience that cover multiple domains? Can I split my hours?*

Again, it depends. Consider the difference between splitting and double dipping:

- Splitting: I participate in Band:
 - I will count all my practices for Activity and all my performances for Creativity
 - * ALLOWED: practices can be more physical and performances can be more artistic
 - I will count marching season for Activity hours and concert season for Creativity
 - * ALLOWED: Marching season can be more physical and concert season can be more Artistic
 - Both are allowed, as long as you are consistent from year to year
 - In any case, the split hours are happening at different places in different times and the activities themselves ARE DIFFERENT
- Double-Dipping
 - I will recycle for 50 hours junior year for Activity hours and I will recycle 50 hours senior year for service hours
 - * NOT ALLOWED: In addition to not being different enough, you must be consistent from year to year.

6. *Where is the email from ManageBac? I don't see it/my supervisor told me they didn't get it.*

Sometimes ManageBac emails tend to go to Spam. So check your spam/junk folder. Also, if you have Gmail, check other tabs, especially the updates tab. Once you find it, you can change your email settings to allow the Managbac emails to come through if you wish.

Learning Outcome	Prompt
Awareness	What did you learn about yourself? What new skills did you acquire? (2 to 3 sentences)
Challenge	Explain how you undertook a new challenge by doing this activity. What made this CAS experience challenging? (2 to 3 sentences)
Initiative	Explain how you planned and initiated activities through this experience. Which activities did you plan? To what extent were your actions your original thought? (2 to 3 sentences)
Collaboration	How did you work collaboratively with others? Which activities or tasks involved working with others? Who did you work with? How was the experience? How did your emotions affect your thoughts, your ability to perform, make decisions, or to reason in regard to your CAS experiences? (2 to 3 sentences)
Perseverance & Commitment	How did you show perseverance and commitment in this activity? How long did it take? Did you face any challenges that made it tough to continue? How did your emotions affect your thoughts, your ability to perform, make decisions, or to reason in regard to your CAS experiences? (2 to 3 sentences)
Global Value	Describe the social issue that you addressed and explain how it has global value. To what extent were you aware of this global issue? How did this CAS experience address the global issue? Be specific! (2 to 3 sentences)
Ethics	To what extent did you consider the ethical implications of your actions? What ethical concerns came up in this activity? How did you handle it? (2 to 3 sentences)

APPENDIX: B (Reflection Journal Prompts)

Pre-Reflection:

- What have you planned about your activity?
- What have you learned already?
- What are your expectations?
- What are your fears?
- What risks might be involved?

Reflection & Follow Up:

- What do you want to share about the activity itself? (What happened?)
- What do you think and feel about the activity? Did you enjoy it? Would you do it again? Why or why not?
- How did the activity compare to your initial expectations?
- What does the activity mean to you? What value does the activity have?
- What did you learn from this activity, and how might you extrapolate from this to apply any lesson to your life more generally?
- What kinds of feelings and emotions can you identify in yourself regarding your CAS experience?
- How do you think your CAS experiences made others feel?
- What knowledge did you acquire? And how did you acquire it?

Cited Sources

Creativity, Activity, Service Guide. Publication. Geneva, Switzerland: International Baccalaureate Organization, 2015. Print.

Murphy, Ann, and Claudia Santos. *CAS Cat2 Final*. St Petersburg, FL: FLIBS, June 2016. PPT.

"CAS Project Guidance | International Baccalaureate®." *International Baccalaureate®*. International Baccalaureate Organization, 2015. Web. 13 July 2016.

"International Education." *International Baccalaureate®*. International Baccalaureate Organization, n.d. Web. 13 July 2016.

Other Helpful Links & Resources:

<https://cleonkinghs.managebac.com/login>

<http://king.mysdhc.org/>

<http://ibo.org/programmes/diploma-programme/curriculum/creativity-activity-and-service/cas-projects/>

<https://sdhc.edsby.com/p/Place/44678468>

<http://kingib.org/>

