

Creativity

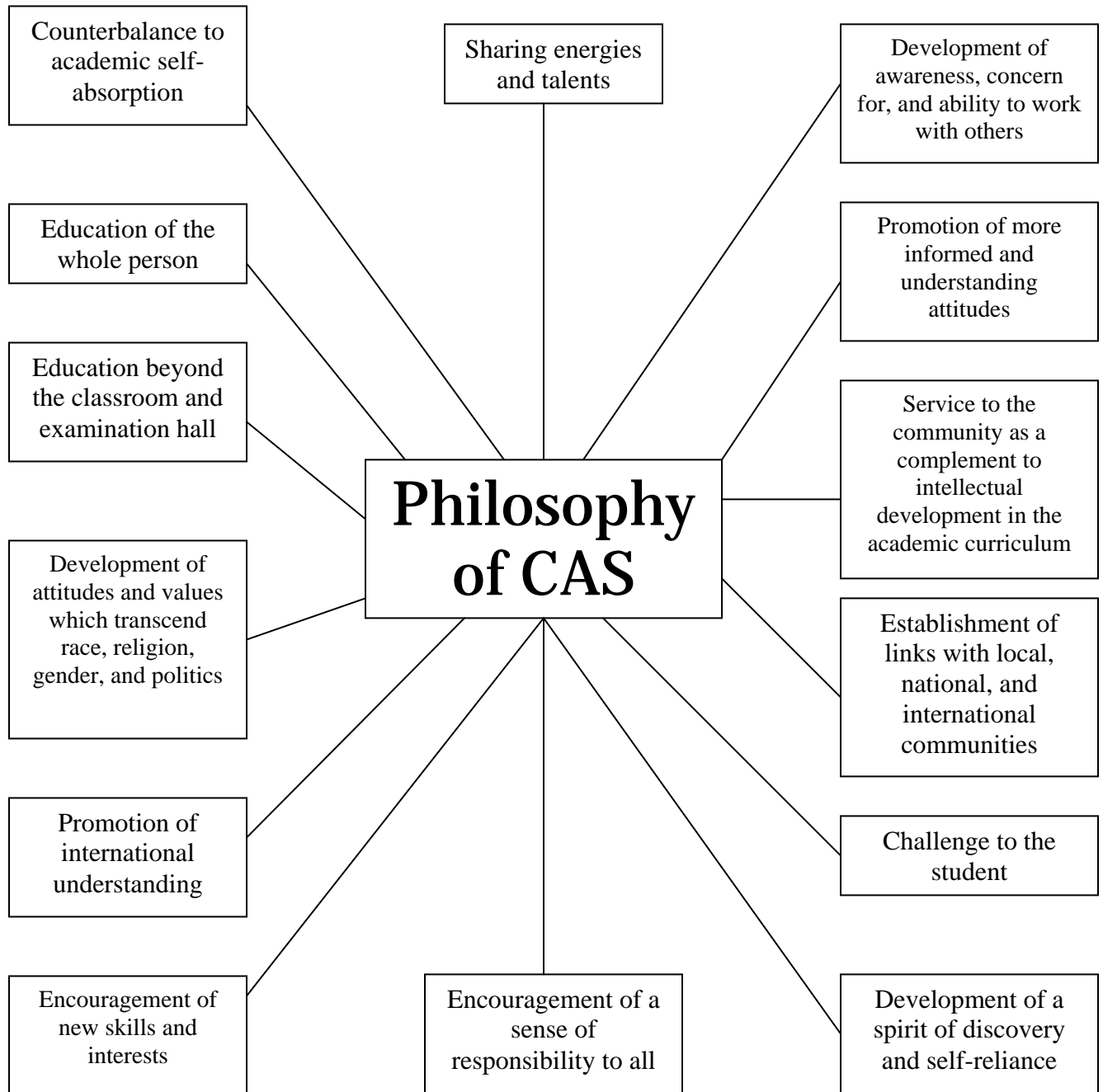
Action

Service

Student Guidelines



PHILOSOPHY OF
CREATIVITY, ACTION, SERVICE



Mission Statement

Aims of CAS

Within the Diploma Programme, CAS provides the main opportunity to develop many of the attributes described in the IB learner profile. For this reason, the aims of CAS have been written in a form that highlights their connections with the IB learner profile.

The CAS programme aims to develop students who are:

- **Reflective thinkers**—they understand their own strengths and limitations, identify goals and devise strategies for personal growth
- **Willing to accept** new challenges and new roles
- **Aware** of themselves as members of communities with responsibilities towards each other and the environment
- **Active participants** in sustained, collaborative projects
- **Balanced**—they enjoy and find significance in a range of activities involving intellectual, physical, **Creative** and emotional experiences.

CAS is about commitment, being involved with others, and giving of your time and talents.

CAS at Valencia High School

The CAS program at Valencia High School is designed:

- To provide a challenge to each student
- To provide opportunities for service
- To complement the academic disciplines of the curriculum and to provide balance to the demands of scholarship placed upon IB students
- To challenge and extend the individual by developing a spirit of discovery, self-reliance and responsibility
- To encourage the development of the student's individual skills and interest.

Your CAS hours must reflect a balance of creativity, action, and service activities.

Learning outcomes

Learning outcomes are differentiated from assessment objectives because they are not rated on a scale. The completion decision for the school in relation to each student is, simply, “Have these outcomes been achieved?” As a result of the CAS experience as a whole, including reflections, there should be evidence that students have:

Increased their awareness of their own strengths and areas for growth

They are able to see themselves as individuals with various skills and abilities, some more developed than others, and understand that they can make choices about how they wish to move forward.

Undertaken new challenges

A new challenge may be an unfamiliar activity, or an extension to an existing one.

Planned and initiated activities

Planning and initiation will often be in collaboration with others. It can be shown in activities that are part of larger projects, for example, ongoing school activities in the local community, as well as in small student led activities.

Worked collaboratively with others

Collaboration can be shown in many different activities, such as team sports, playing music in a band, or helping in a kindergarten. At least one project, involving collaboration and the integration of at least two of creativity, action and service, is required.

Shown perseverance and commitment in their activities

At a minimum, this implies attending regularly and accepting a share of the responsibility for dealing with problems that arise in the course of activities.

Engaged with issues of global importance

Students may be involved in international projects but there are many global issues that can be acted upon locally or nationally (for example, environmental concerns, caring for the elderly).

Considered the ethical implications of their actions

Ethical decisions arise in almost any CAS activity (for example, on the sports field, in musical composition, in relationships with others involved in service activities). Evidence of thinking about ethical issues can be shown in various ways, including journal entries and conversations with CAS advisers.

Developed new skills

As with new challenges, new skills may be shown in activities that the student has not previously undertaken, or in increased expertise in an established area.

All eight outcomes must be present for a student to complete the CAS requirement.

Sample Activities at Valencia High School

CREATIVITY is imagination. Creativity involves creating or making something. It is your own, not something someone else will do. If there is no imagination involved, it is probably not creative. Music is creative if you are involved in writing a composition or score and then have it performed publicly. If you are following someone else's creations, then it is not creative; it's learning a skill.

Academic Decathlon	Literary Magazine
Band/Orchestra*	Mural Art Project
Ceramics	Newspaper
Choreography*	Science Olympiad
Choir/Vocal Performance Groups	Writing Club
Mock Trial	Yearbook
Drama & Theater*	

**Credit is given for time spent performing, choreographing and/or composing, not for rehearsal.*

ACTION means to carry out or execute a plan of some sort. Action is not going to a club meeting and sitting in the corner watching the clock. Action implies movement. Participation goes beyond the discussion level. You DO something.

Baseball	Martial Arts
Basketball	Soccer
Cheerleading	Softball
Cross Country	Swimming
Dance	Tennis
Football	Track
Golf	Volleyball
Gymnastics	Wrestling

Sports Teams: Credit is given for time spent in competition only. Take the number of games/matches and multiply by two.

SERVICE means you met a need in the community at large, you helped someone. Think: charity, environment, help someone, going beyond the school.

Black Mentors	Volunteering in:
Coaching	Camps
Conflict Managers	Day Care Centers
Church group activities	Elementary Schools
Computer Club	Women's Shelters
Key Club	Nursing Homes
International Club	Soup Kitchens
Interact Club	Special Olympics
Peer Counseling	
Scouting Service	
Student Government / ASB	
Tutoring	
PAL	

Sample CAS Activities and Projects

Description	Creativity	Action	Service
Academic Decathlon	X	X	
Band/Orchestra	X	X	X
Ceramics	X		
Choreography	X	X	
Choir/Vocal Performance Groups	X		
Mock Trial	X	X	
Drama & Theater	X		
Literary Magazine	X		
Newspaper	X		
Science Olympiad	X	X	
Writing Club	X		
Yearbook	X		
Organized School Sports (Baseball, Basketball, Football, Cross Country, Tennis, Track, Soccer, Softball, Swimming, Volleyball, Wrestling)		X	
Cheerleading	X	X	
Dance	X	X	
Golf		X	
Gymnastics		X	
Martial Arts	X	X	
Black Mentors			X
Colorguard	X	X	
Coaching	X	X	X
Conflict Managers			X
Church group activities		X	X
Computer Club			X
Key Club			X
International Club			X
Prepp Club	X	X	X
Peer Counseling			X
Scouting Service	X	X	X
Student Government / ASB	X	X	X
Tutoring	X		X
PAL	X		X
Mural Art Project on campus	X	X	X
Creating and managing a web site for a school organization	X		X
Volunteering at Special Olympics		X	X
Organizing relief for victims of fires/earthquakes	X	X	X

CAS General Guidelines

This page is to be read by both student and parent, signed and submitted to CAS Coordinator.

- Each IB student is required to generate an online CAS portfolio through **<https://valencia.managebac.com/login>**. This will include your CAS proposals, logs, activity evaluations by the student, and the final CAS self-reflection by the student. Additional materials (i.e. photographs, video) may be added to enhance your CAS portfolio.
- Proposals must be submitted before any hours are done. All CAS projects must be **PRE-APPROVED** by the CAS Coordinator through **<https://valencia.managebac.com/login>**. Names, telephone numbers, and addresses for the supervisor must be included on the proposal as well as a description of the activity and the proposed breakdown of hours into C, A or S. This ensures that the activity is CAS appropriate and provides a record of your activities. Please use the guidelines provided by the CAS Coordinator.
- CAS logs should be updated each month. Students must meet all deadlines.
- Upon completion of each CAS activity CAS Evaluation forms must be filled out by the student and supervisor and submitted to CAS Coordinator. These are available online at **<https://valencia.managebac.com/login>**.
- Activities can cover two or more categories as long as the activity has the appropriate category characteristics. Note that hours cannot be counted more than once. If you complete 10 hours, these hours can count in one category or another or be divided between categories. The hours cannot be double counted.
- A minimum of 150 hours must be completed during the junior and senior year of the IB program. The projects should include a balance of Creativity, Action, and Service. A minimum of 50 CAS hours must be classified as CREATIVITY. A minimum of 50 CAS hours must be classified as ACTION. A minimum of 50 CAS hours must be classified as SERVICE.
- A minimum of 35 CAS hours must be completed each semester. If you reach 150 hours during the summer of your junior year, you will be required to continue for at least 35 more hours in your senior year.
- Students may not receive academic credit or monetary compensation for CAS activities.
- CAS hours may be earned for exchange/immersion trips only if they are creative, entail action, or provide service.
- Religious activities must be activities which extend beyond the church/synagogue.

- Tutoring hours cannot be privately arranged by the student. They must be overseen by a school sponsor or community organization and are subject to approval.
- Participation in sports, music, or drama activities only count when competing in the events representing Valencia High School or in giving service to others. Practice hours do not count.
- Students cannot verify CAS hours. Club sponsors, activity directors or other teachers must verify extracurricular activities.
- The CAS Portfolio will be maintained by the CAS Coordinator. Student folders are maintained online and hard copies of materials will be kept in the CAS Coordinator's office.
- All CAS activities will be followed up with activity reflection, supervisor evaluation, and a final review of objectives including a reflection.
- IB Service hours will be transferred to satisfy the PYLUSD District community service graduation requirement.
- Failure to fulfill the requirement means IBO will not award an IB diploma.
- The CAS experience should be a meaningful experience. Make an impact!

I understand the general guidelines and obligations of my CAS requirements. The CAS Portfolio will be updated monthly and the CAS Coordinator will review progress throughout the junior and senior year.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Summary of CAS deadlines for Two-Year Block

You will be responsible for contacting the CAS Coordinator. Sign up sheets will be posted outside the CAS office and the coordinator is available by email. Feel free to submit forms electronically or meet for review in advance of the deadlines.

<i>Date</i>	<i>Year One</i>	<i>Year Two</i>
May/June (before 1st year)	Receive CAS Guidelines Consider options Submit proposals for summer activities	
September	Submit CAS proposals and logs by Sept. 30	Submit CAS proposals and logs by Sept. 30
October	Meet with CAS Coordinator to review logs and evaluations	
November		Meet with CAS Coordinator to review logs and evaluations
December	Submit CAS proposals and logs by Dec. 15	
January		Submit CAS proposals and logs by January 30
February	Meet with CAS Coordinator to review logs and evaluations	
March		Meet with CAS Coordinator to review logs and evaluations. By March 30, all final logs and self evaluation completed
May	Submit CAS proposals and logs by May 30	

Timeline

Junior Year: By September 30, submit logs for summer hours
By December 15, submit logs for at least 40 hours
By May 30, submit logs for at least 35 more hours (75 total)

Senior Year: By September 30, submit logs for summer hours
By January 30, submit logs for at least 125 total hours
By March 30, all final logs and self evaluation completed.

CAS Review

- CAS will be managed through an online system www.ManageBAC.com

Log on to <http://valencia.managebac.com>

- C (creativity), A (action), S (service) are integrated in the 150 hours required for the IB diploma.
- Students plan and participate in activities that benefit the community.
- Students evaluate activities as a preparation for the final self-evaluation at the end of the two-year program.
- VHS uses ManageBAC.com to maintain CAS records. The school will record and evaluate CAS work, which will be part of the IB diploma.
- The CAS Coordinator will help students achieve their CAS goals.

Nancy Watkins, CAS Coordinator

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Notes for Parents

The full Diploma International Baccalaureate (IB) program requires that a student complete three fundamental components: Theory of Knowledge (TOK), Extended Essay and Creativity, Action, Service (CAS). Through community service activities, CAS encourages the IB student to take more seriously life outside of the classroom. As the IB itself states, CAS enables students “to share their energies and special talents while developing awareness, concern and ability to work cooperatively with others.” CAS requires 150 hours and is earned between the summer of the student’s sophomore year and March of the student’s senior year. Prior to earning any CAS hours, the IB student is required to complete a CAS proposal. This ensures that each CAS activity is appropriate and that a balance of Creative, Action and Service activities exists. Any hours done prior to the approval of a CAS proposal may be denied.

Proposals for summer can be submitted in June. Summer CAS hours must be approved, logged, signed and submitted by September 30. During the student’s junior year, all CAS hours are to be logged, signed and submitted by May. Senior year CAS hours must be logged, signed and submitted by March.

Timeline for Completion of Hours:

- Junior Year:**
- By September 30, submit logs for summer hours
 - By December 15, submit logs for at least 40 hours
 - By May 30, submit logs for at least 35 more hours (75 total)
- Senior Year:**
- By September 30, submit logs for summer hours
 - By January 30, submit logs for at least 125 total hours
 - By March 30, all final logs and self evaluation completed.

Lack of completion of CAS hours according to this timeline could jeopardize a student’s continuation in the IB program.

Tips for Parents

Parental encouragement and support is often a vital part of helping students complete the IB diploma or involving themselves in volunteer activities. Here are some ideas of how you as a parent can encourage your student:

- Familiarize yourself with the CAS requirements
- Discuss the requirement/opportunity with your student
- Share your own volunteer experiences with your student and reflect on what you have given and gained through volunteering
- Explore your student's interests and look through the listing of possible volunteer activities together
- Many students who have chosen the IB program have had experience with volunteer activities in their junior high schools. Encourage your student to build on previous successful volunteer experiences.
- Be willing to be involved – come to games, plays, concerts; volunteer for various activities; provide transportation; talk about your student's experiences.
- **ENCOURAGE YOUR STUDENT TO START EARLY.** Students may start recording activities from summer following sophomore year to January of senior year.