



CAS Handbook

Annapolis High School

What is CAS?

Creativity, activity, and service (CAS) should involve:

- Real purposeful activities, with significant outcomes
- Personal challenge- tasks must extend the student and be achievable in scope
- Thoughtful consideration, such as planning, reviewing progress, and reporting
- Reflection on outcomes and personal learning

Creativity: Exploring and extending ideas leading to an original or interpretive product or performance. (This could involve art, dance, music, or it could involve taking on a leadership role and designing a service project. You should make every attempt to be involved in group activities that foster a collaborative spirit. Extending yourself to take on a leadership role also requires new ways of thinking and acting.)

Activity: Physical exertion contributing to a healthy lifestyle. (Participation in expeditions, individual and team sports, and physical activities outside the normal curriculum; also includes physical activity involved in carrying out creative and service projects. Can include any personal wellness program that includes regular physical activity designed to challenge one's limits.)

Service: Collaborative and reciprocal engagement with the community in response to an authentic need. (Involves interaction, such as the building of links with individuals or groups in the community. The community may be the school, the local district, or it may exist on a national and international level. Could involve the undertaking of projects of assistance in a developing country.)



What is NOT a CAS activity?

- Any class or activity that is part of the IB Diploma Program
- Any activity for which you receive payment
- Simple, repetitive activities where there is no reflection

CAS Ideas: (just a few examples)

Creativity	Activity	Service
Art/photography/music	Aerobics	Model United Nations
Choir	Basketball	Mock Trial Team
Speech and debate	Cross Country/Track	Student Ambassadors
Pottery	Tennis	National Honor Society
Sewing/Needlework	Lacrosse/Field Hockey	Amnesty International
Drama Production	Swimming	Peer Tutoring
Cooking/Baking	Yoga	Fundraising Project
Talent Show	Tai chi/Kickboxing	Animal Rescue
Jazz/Rock Band	Walking for Wellness	Lighthouse Shelter Volunteer
Song writing/Poetry	Sailing	Environmental Club
Calligraphy	Hiking	Community Organizations
Fashion Design	Volleyball	Red Cross Blood Drive
Building/Architecture	Dance	Hospice of the Chesapeake
Landscape Design	Weight Training	Learning for Limbs Project
Craft Activities	Table Tennis	Chesapeake Bay Foundation
Website Design	Marathon	Nursing Home visits
Mural Design/Painting	Rowing	International causes



Food Pantry
Donations Needed

CAS Learning Outcomes:

As a result of your CAS experience as a whole, including your reflections, there should be strong evidence that students have:

LO 1	Identify own strengths and develop areas for growth 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 challenges have been undertaken, developing new skills in the process A new challenge might 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 initiate and plan a CAS experience Students can articulate the steps and 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 commitment to and perseverance in CAS experiences Students demonstrate regular involvement and active engagement in CAS.
LO 5	Demonstrate the skills and recognize the benefits of working collaboratively Students are able to identify, demonstrate, and critically discuss the benefits and challenges of collaboration gained through the CAS experience.
LO 6	Demonstrate engagement with issues of global significance 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 ethics of choices and actions Students show awareness of the consequences of choices and actions in planning and carrying out CAS experiences.

What are YOUR responsibilities?

1. Plan a program
2. Initiate a program
3. Collect Evidence
4. Record project on Managebac
 - Self review and set personal goals
 - Plan, do and reflect
 - Communicate with your CAS Coordinator
 - Take part in a range of activities

USE MANAGEBAC

- Keep records of activities and achievements
- Show evidence of achievement of the 7 CAS learning outcomes

Questions that will help you reflect on projects:

- What did I plan to do?
- What motivated me to plan this project?
- What did I do?
- What were the outcomes, for me, and for the team I was working with?
- How successful was I in achieving my goals? What difficulties did I encounter and how did I overcome them?
- What did I learn about myself and others through this activity/project?
- What abilities, attitudes, and values have I developed?
- Did anyone help me to think about my learning during this activity/project?
- How did this activity/project benefit others?
- Did I maintain full attendance? How many sessions have I missed? Was I punctual? How would I summarize my effort and commitment?
- What might I do differently next time to improve?
- How can I apply what I learned in other life situations?
- What have I learned about development issues that are evident in our local community? How do I feel about this? What are my views on these issues? What have I done to address these issues?
- What global connections can I make with this activity?
- What value does this activity have for others?

Answers to Common Questions Asked About CAS

- Band, Orchestra, and Chorus count towards CAS (Band could be activity or creativity. You spend endless hours outside of school practicing and performing. It could also be community service if you do a service for the community such as playing at free parades or other functions. We are looking at the overall experience.)
- NHS counts for CAS. Document the activities you are involved in. Reflect on the activity.
- Activity is to ensure a healthy lifestyle.
- If you get paid to do something it is NOT eligible as a CAS activity.
- Church activities are fine as long as you are not trying to convert people and are allowing for freedom of religion.
- Planning for Homecoming Activities/Prom can count for CAS. These are huge events that impact the community.
- For each activity, think 1 X 1. One piece of evidence to document the activity; one reflection piece.

For example:

Marching Band 2015: One piece of evidence; one reflection

Marching Band 2016: One piece of evidence; one reflection

- All fundraising should be completed through Ms. Riccuti in the finance office. Please see her for directions before undertaking any activity that involves fundraising.
- Elements of a Personal Project:
 1. Project Overview/Summary
 2. Project Objectives
 3. Project Timeline: (beginning, middle, end) *should be at least one month in duration
 4. Project and People Involved: (who will help and what are their roles)
 5. Project Beneficiaries: (who will benefit and why)
 6. Project Logistics



Helpful Tips for your ManageBac Account:

1. **Update, Update, Update!!!**



2. **Keep updating over the summer!**

3. **Make sure your email address is current!**

4. **Put your projects into major categories:**

Examples:

Girl Scouts:

- **Pillow Making 2015**
- **Girltopia Project 2016**

Chorus:

- **Choral Boosters 2015**
- **Performances 2015 & 2016**

5. **Summary Tab in ManageBac**

- **All summaries should be at least five sentences long.**
- **Answer:**

What is the activity?

What is your role in the activity?

What are you doing in the activity?

How are you serving your community in the activity?

- 6. Reflection Tab in ManageBac:
Try to have 1-2 pieces of evidence plus one reflection for each element of your CAS. Be sure that you cover all SEVEN learning outcomes for CAS at s**