

Tigard High School CAS Handbook



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CAS – Creativity, Activity, Service

CAS is one of the three required core elements of the IB Diploma Program (along with TOK and the Extended Essay). The goals of CAS include helping students grow as individuals, explore their interests and passions, and develop the different attributes of the learner profile. IB describes CAS as “the heart of the Diploma Program” and “a shining beacon of our values.”

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

Activity: physical exertion contributing to a healthy lifestyle

Service: an unpaid voluntary act that has real benefit to the community and a learning benefit to the student

All CAS experiences should be real, purposeful activities with significant outcomes. CAS experiences and projects should include personal challenges that lead to real personal growth. Not all volunteer activities meet this requirement. For example, shelving books at the local library or other simple, repetitive tasks are not appropriate for CAS, even though they may benefit the community and count for NHS or Service Club hours.

To meet the CAS requirement, Tigard High School students are required to perform at least 25 hours each of creativity, activity, and service, during each year of the Diploma Program (75 hours each year, 150 hours total).

In addition, students must participate in at least two different creativity experiences, two different activity experiences, and two different service experiences each year.

Finally, by the end of CAS students must show that they have met all seven of the learning outcomes and completed a CAS project.

CAS Timeline

Spring of 10th grade: Students wishing to pursue an IB Diploma must fill out an IB 2 Year Plan and turn in to Mr. Savage along with their forecasting/course selection forms.

September of 11th grade: All IB Diploma Juniors must attend a mandatory CAS introductory group meeting. Mr. Savage will explain all the CAS requirements, answer questions, and enroll you in our IB Diploma Google Classroom, which will be used to communicate about CAS throughout the year. Lunch provided! :)

September - October: **Mandatory** fall individual CAS meetings with Mr. Savage for all IB Diploma Juniors **AND** Seniors. **Juniors:** at this meeting we will discuss your individual plans for Creativity, Activity and Service, and brainstorm ideas if you are lacking in any area. Mr. Savage will also set you up with a shared CAS folder on your google drive, which is where you will turn in all your CAS write-ups for 11th and 12th grade. Be sure to complete your Initial CAS Review before this meeting. **Seniors:** You must have all your junior year CAS writeups 100% complete in your google drive before your meeting, including evidence and reflections. We will review your Junior CAS progress and discuss your plans for your senior CAS experiences, including your CAS Project. (We'll also discuss the project in IB Senior Seminar!)

May - June: **Mandatory** spring individual CAS meetings with Mr. Savage for all IB Diploma Juniors **and** Seniors. **Juniors:** At this meeting we will check on your junior CAS progress and make plans to complete things over the summer if needed. Your junior CAS write-ups should be at least 75% complete before this meeting. **Seniors:** Your CAS folder must be 100% complete before this meeting. At the meeting we will discuss your CAS experiences over the last two years and fill out a CAS completion form together. This is your last hurdle before the IB Diploma!!! :)

Ideas for CAS Creativity Experiences

- Choir
- Band
- Orchestra
- Guitar
- Playing an instrument on your own
- Writing music
- Dance
- Theater (acting, directing, set design, etc.)
- Creative writing (short stories, poetry)
- Photography
- Drawing
- Painting
- Ceramics
- Woodworking
- Cooking
- Film making
- Computer graphics
- Animation
- Web design / Programming
- Robotics Team
- Tech Team
- Speech and Debate
- Planning an event, fundraiser, or public awareness campaign for a club or organization
- Creating lessons and activities as a camp counselor, coach, Sunday school teacher, etc.
- Planning and decorating for a school dance
- Many more!

*CAS creative experiences **can** be things you do for a THS class, as long as you are not IB testing in that subject. For example, if you take band, you **can** count your practice and performances toward CAS. However, you **could not** count a poem you wrote for IB Junior English toward CAS, since all diploma candidates take the IB English exam. Similarly, if you are testing in IB Visual Arts, you could **not** count projects you did for IB Art Seminar toward CAS (but you *could* count art projects you did on your own, not for class).

*CAS creative experiences **can** be things that you do as part of THS club or outside organization.

Ideas for CAS Activity Experiences

- School sports team
- Club or rec league sports
- PE classes (if taken junior or senior year)
- Powderpuff
- Dance
- Cheerleading
- Walking/Hiking (significant; i.e., not “going for a walk”)
- Running
- Gymnastics
- Biking
- Martial Arts
- Rock climbing
- Figure Skating
- Yoga
- Skiing
- Surfing
- Kayaking
- Paddle boarding
- Group exercise classes
- Individual training (weight lifting, workout videos, etc.)
- Competitive eating (ok, maybe not)
- American Ninja Warrior
- Table Tennis Club
- Bowling League
- Many more!

*Activity experiences **can** be combined with service; for example, by participating in a 5K fundraiser such as Race for the Cure. However, physical activity that is *incidental to* a service experience (such as walking door-to-door to collect food for a canned food drive) would **not** count as Activity.

*Physical activity that is incidental to your everyday life does not count as CAS Activity hours (e.g., mowing your lawn, walking as part of your job as a restaurant server, etc.).

*If you have a disability or medical condition that limits your activity, please see Mr. Savage to discuss how we can adapt the CAS requirements for you.

Ideas for CAS Service Experiences

Organizations that offer service opportunities

- Packed With Pride
- Meals on Wheels
- Oregon Humane Society
- Oregon Zoo
- Northwest Medical Teams
- SOLVE
- YMCA
- Boy Scouts / Girl Scouts
- Tigard Senior Center
- Habitat for Humanity
- Mercy Corps
- Red Cross
- Tigard Public Library
- Good Neighbor Center
- Local animal shelters
- Coaching youth sports teams

THS Clubs that offer service opportunities

- National Honor Society
- JHNS, SNHS, NAHS, etc.
- Tigard Service Club (formerly Key Club)
- Sparrow Club
- Tigard Tutoring Club
- SPEAK
- Anti-Bullying Club
- Random Acts of Kindness Club
- STUDD
- *NOTE: Just being a member of these clubs and going to meetings does not count as service. Neither does being a club officer. These clubs organize **service events** that club members sign up for. Those events are what count as CAS service hours!

Other possibilities

- Organizing your own service event or fundraiser
- Organizing a campaign to raise awareness and promote action on an important issue
- Mentoring or tutoring younger children (not family members)
- Helping an elderly or disabled neighbor (not family member) with yard work (unpaid)

*Volunteer experiences must be meaningful and promote personal growth.

*Volunteer experiences cannot be paid or otherwise compensated.

*Volunteer experiences must benefit the community, not just the student's family or friends. For example, babysitting your cousins would not count, even if done for free.

The Seven Learning Outcomes

All CAS experiences must meet at least one of the seven learning outcomes. By the end of senior year you must show that you have met all learning outcomes at least once.

1. Identify their own strengths and develop areas for growth
 - Your proposals and reflections should show self-awareness and honest evaluation of your strengths and weaknesses
2. Undertake new challenges and develop new skills
 - For example, participating in a new sport, taking on a new challenge in an existing activity, or doing something out of your comfort zone.
3. Plan and initiate CAS experiences
 - Some of your proposals must show evidence of thoughtful planning following these steps: 1) identification of areas for growth 2) investigation of possible experiences related to this area 3) preparation and planning of the experience. In addition, you must take a leadership role in some of your CAS events (this could be as part of a team) and demonstrate planning and organizational skills.
4. Show commitment and perseverance by engaging in long-term CAS experiences
 - For example, team sports, sustained musical practice over several months culminating in a performance, volunteering a few hours a week over many weeks with the same organization or on a large project. Perseverance can also be demonstrated in your reflections by noting challenges that you encountered and describing how you overcame those challenges.
5. Work collaboratively with others and recognize the benefits thereof
 - Some of your CAS experiences must involve working in groups.
6. Demonstrate understanding of global issues and engage with those issues
 - For example: hunger, the environment, human rights.
7. Recognize and consider the ethics of their choices and actions
 - This can be a hard one to show, but many activities involve ethical considerations. Any activity where you are in charge of younger children carries an ethical responsibility. Team sports, working with the homeless, and even academic competitions do as well.

Responsibilities of the Student. Students are required to:

- Complete an Initial Self Review at the beginning of CAS (fall of junior year)
- Write proposals for each experience and save them in their shared CAS folder
- Collect evidence of their experiences and add it to their shared CAS folder
- Write reflections after each activity and add them to their shared CAS folder
- Keep an log of your hours in each category (creativity, activity, service)
- Meet with Mr. Savage individually in the fall and spring of each year to discuss your plans for CAS and review your progress

- Demonstrate that you have achieved all seven learning outcomes
- Complete a CAS Project following the guidelines below
- Check your TTSD email regularly and respond promptly to CAS-related questions and assigned tasks

Your CAS Folder

To make CAS as easy as possible for you, you will keep all your CAS documents in a shared google drive folder that Mr. Savage will create for you. You will set this up at your first individual CAS meeting.

CAS Write-Ups. For each CAS experience you do, including your CAS Project, you will do a “write-up” in your shared google drive folder. Write-ups consist of a Proposal, Evidence, and a Reflection. Mr. Savage will share a google doc template with you at your first individual CAS meeting that you can use to make these write-ups easy!

Proposals. Each proposal must include the following:

- Your name
- Graduation year
- Name of the experience
- Which CAS element it falls under (creativity, activity or service)
- Which learning outcome(s) does it address?
- A brief description of the experience
- Your personal goals for the experience
- The date(s) estimated number of hours
- The type of evidence you will gather

Evidence. You must submit evidence of your activities when you turn in your reflections. Evidence must prove you actually did the experience. Types of evidence include, but are not limited to:

- Physical evidence of completed projects
- Photographs
- Videos (post online and give the link)
- Playbills
- Concert programs
- Team rosters
- Evaluation or feedback forms
- A note or email from an adult supervisor (not a family member or other student)
- A newspaper article about your project
- A certificate of achievement or letter of appreciation
- An email from a supervisor or event organizer confirming your participation
- CAS Coordinator’s presence at your event

Reflections

When you complete a CAS experience, you must write a reflection about it. Short experiences like a one day park clean-up will probably have short reflections (a few sentences), while longer term experiences like Cross Country will likely have longer reflections (a few paragraphs). You will type your reflection on the same google doc as your proposals and evidence, then save in your shared CAS folder on your google drive.

When writing your reflections, think about the following questions:

- What did I do?
- Did I achieve my goals? Learning outcomes?
- What did I accomplish for the community?
- What did I learn about myself?
- What did I learn about working with other people?
- What challenges did I encounter? How did I overcome them?
- How did this make me feel?
- What were the ethical considerations of this activity?
- Anything else you learned.

You may not be successful in achieving your goals for all of your CAS activities. Or, you may do an activity with the intention of personal growth, but find that it did not go as planned. That's okay! You can learn as much if not more from your failures as from your successes. Your reflections should be honest and personal – don't just write what you think IB wants to hear.

Note: The new CAS guide published by IB states that you may do your reflection in the form of a video, poster project, poem or original song. I'm serious. They don't specifically mention interpretive dance, but based on the others I assume that would also be acceptable. I look forward to hearing many poems and songs about your experiences! But a simple written reflection is the most common and probably the easiest option.

The CAS Project

All students must complete one experience that is designated as your CAS project. A CAS project must be a long-term activity (at least ten hours over one month or more) planned and initiated by the student that involves collaboration with others. National Honor Society members can use their NHS project for their CAS project (provided they meet all CAS project requirements).

Examples of CAS Projects

- Starting a new club
- Being a club officer and planning the meetings, activities and events that go along with it
- Designing and painting a mural for a local senior center
- Planning and building a community garden
- Writing and producing a one act play or short film
- Organizing a fundraiser for a non-profit organization
- Volunteer coaching a youth sports team

CAS Projects should have a longer and more detailed proposal than a normal CAS experience. The reflection should likewise be longer and more thoughtful. CAS Projects must meet at least four of the seven learning outcomes. (We will discuss CAS projects in more detail in IB Senior Seminar!).

Tips for success in CAS

The biggest mistake students make with CAS is procrastinating on their write-ups. CAS is easy if you spend just one day a month updating your CAS folder. But if you put everything off until your spring CAS meeting, it will be extremely stressful!

- Submit new proposals in a timely manner
- Gather evidence during your experience (it's hard to get it after you're finished!)
- Don't forget to enter your hours in the hours log
- Don't put off writing your reflections.

CAS Meeting Schedule

(Required Meetings Between Diploma Candidates And CAS Supervisor)

Date	Meeting	Topic / Agenda
September 11th grade	Group meeting with CAS Supervisor	Introduce CAS and explain requirements. Join our IB Diploma Google Classroom.
Sept - October 11th grade	Mandatory individual meeting with CAS Supervisor	Discuss your individual plans for Creativity, Activity and Service, and brainstorm ideas for new experiences. Set up your CAS folder in your google drive.
May - June 11th grade	Mandatory individual meeting with CAS Supervisor	Review CAS progress. Your 11th grade CAS writeups must be at least 75% complete the day before your meeting (proposal, evidence, reflections).
September 12th grade	Group meeting with CAS Supervisor	Review CAS requirements. Explain CAS Project requirements and brainstorm ideas. (This meeting will take place during IB Seminar.)
Sept - October 12th grade	Mandatory individual meeting with CAS Supervisor	Final check of 11th grade CAS writeups (must be 100% complete the day before your meeting). Discuss plans for 12th grade CAS experiences and CAS project.
May 12th grade	Mandatory individual meeting with CAS Supervisor	Reflect on your CAS experiences over the past 2 years and fill out a CAS completion form. Your CAS folder must be 100% complete before this meeting.

Role of the CAS Supervisor

The CAS Supervisor (Mr. Savage) is responsible for:

- Explaining CAS requirements, documents and procedures
- Informing students of CAS opportunities
- Advising students on their CAS experiences
- Setting up student CAS folders
- Keeping students informed about CAS via the CAS Google Classroom
- Scheduling group and individual CAS meetings
- Monitoring student progress via the shared google folders
- Giving feedback on CAS write-ups (learning outcomes, personal goals, evidence, reflections etc.) to ensure students meet all requirements

For More Information

For more information about CAS, including an overview video, sample proposal and reflection, and ideas for Creativity, Activity and Service, see [the CAS page of the THS website](#).

Other questions? Contact Mr. Savage at msavage@ttsd.k12.or.us