

GUIDELINES

Purpose: Mission Viejo High School recognizes CAS as an essential aspect of the IB Program. It is a requirement for those pursuing an IB diploma and represents/reflects important objectives of the IB program:

- to achieve a balance for IB students between academic and non-academic experiences
- to develop multifaceted individuals, those with a range of interests and abilities/skills beyond the classroom

CAS Components:

- Creativity should be interpreted as imaginatively as possible to cover the widest range of the arts and other activities, and to include creativity by the individual student in designing and carrying out service projects.
- Action does not necessarily restrict itself to expeditions, sports, or physical training, but may include carrying out creative and service projects as well as training for service.
- Service does not mean exclusively social service, but may include environmental, school, and international service projects.

Requirements:

- The student cannot earn/accumulate CAS credit during normal school hours (lunch, late arrival, and early dismissal are exceptions).
- After school activities required for a grade in a class cannot be counted.
- Any activities completed as a required part of any IB class do not qualify as CAS.
- A student cannot be paid for doing an activity.
- Project supervisors must be adults. Parents can be supervisors with prior approval.
- Upon completion of the IB diploma programme, each candidate will organize all related CAS evidence, including reflections (journals, scrapbooks, CDs/DVDs, blog or other website printouts, photos, etc.) and logs of meetings with their coordinator(s), project proposals, project/activity planning documents, and all other evidence of participation in their CAS activities in a folder or small binder. If necessary, place small items in an appropriately sized envelope, label the envelope with the name of the items enclosed within, then secure the envelope in the binder rings. The binder should be labeled with the student's name on the front cover. This information will be returned to the graduating students, upon request, after the IB auditing process has concluded.
- Any evidence not included in the binder will not be considered for purposes of evaluating the student's CAS requirement completion.

Recording and Reporting

Students should document their CAS activities noting in particular their **reflections** upon their experiences. This documentation may take many forms, including journals, blogs, videos, illustrations, and photography.

Where a school is required to submit student CAS records to the regional office, the records required will include up to 10 sample pages from the student's ongoing documentation (within CAS Manager). These sample pages must include a list of the principal activities undertaken and evidence of both planning and reflection.

It must be possible for the IBO evaluator to tell: **what happened, why it happened, what its value was, and what the student learned from it.**