



**International School of
Belgrade**

CAS Handbook

2014-2015

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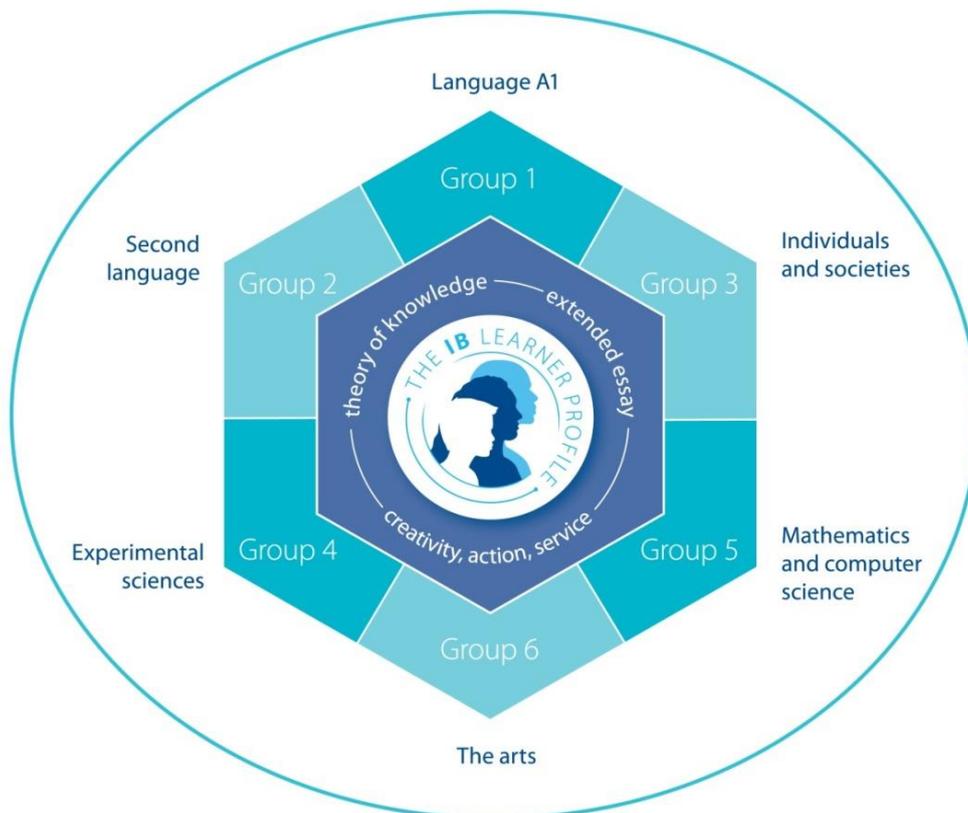
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INTRODUCTION

Many of you are familiar with the term Creativity, Service, Action (CAS). You probably know that it is a part of your IB requirement and that all of the three segments of CAS must be balanced throughout your two years of the Diploma Programme. You have probably heard about the involvement in one's community and the reflection process that is included in the CAS programme. Some students may have told you that it is really easy, while others claim that it is an extreme nuisance and takes up a lot of time.

While some of the above things are true, the goal of CAS is to make you try new things, bring out hidden talents and most of all to have fun in the process. CAS is at the heart of the Diploma Programme. It is one of the three essential elements in every student's Diploma Programme experience. It involves you as students in a range of activities alongside your academic studies. It is also an International Baccalaureate requirement, which means that without complete and meaningful CAS experience, you will not receive your IB Diploma. This rule applies to the International School of Belgrade Diploma as well.

Ideally, CAS activities that you choose to participate in, should always involve something that you actually like to do, or something that you are interested in doing. As soon as somebody has to force you into an activity, and either rewards or punishes you for it, it stops being a CAS activity.



CAS REQUIREMENTS

HOW DO WE EVALUATE CAS?

As we mentioned before, you might have heard that your main obligation for the CAS requirement is to fulfil 150 hours throughout the two years of the Diploma Programme. However, this is no longer the case, in accordance with the changes that the IB has made recently. Counting and collecting hours should no longer be on your mind, because the number of hours that you spend on your CAS activities does not matter anymore. This means that you should no longer pick your CAS activities based on the number of hours, but should rather focus on the purpose of the activity itself.

In this spirit, your successful CAS program will be dependent on a variety of different criteria, which are as follows:

Number of activities completed: You are required to complete at least 6 different CAS activities during the two years of the DP. These activities need to be planned in advance with a clear goal identified, and would preferably involve two or three segments of CAS (Creativity, Action or Service).

Learning outcomes achieved: Another point of assessment that we will look at are the 8 learning outcomes that you will have to undergo throughout the two years of the CAS program. We will discuss these in more detail, later on in the handbook.

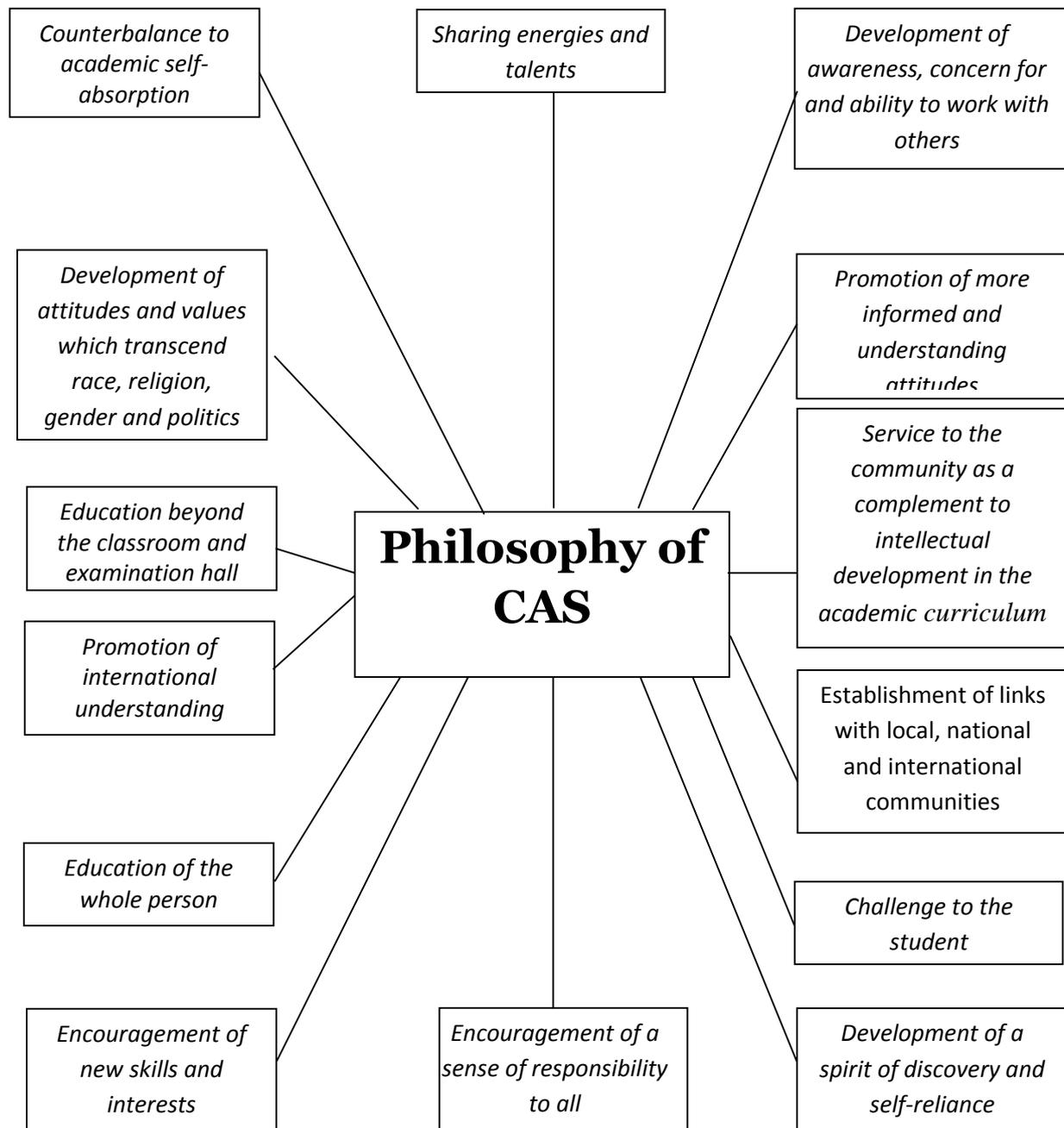
Planning and Reflection: Finally, we will be assessing the planning and reflection processes which you will be responsible for in every CAS activity that you undertake. It is important that you plan each activity out before beginning with it and that you reflect throughout and at the end of every activity. Planning is done in the form of a proposal – which will be discussed later – while the reflection can be done in any format that you choose, but it must be done consistently and frequently and must be recorded on your ManageBac profile.

As a school we have decided to drop the 150 hour requirement and you will not be required to log your hours any longer. Instead, you should focus on genuinely participating in your community and making sure that you develop yourself in as many areas as possible, by trying new things, working with your classmates and going beyond just studying for tests and doing your homework.

HOW CAN YOU TELL IF AN ACTIVITY IS “CAS-WORTHY”?

Philosophy of Creativity, Action, Service (CAS)

When choosing your CAS activity you need to think about a number of things. Primarily, you need to think about whether or not your activity fits into the philosophy of CAS.



If you compare your activity with the **Philosophy of CAS** chart, it should encompass as many of the criteria as possible. In other words, the more of the categories your activity falls under, the better it is fit for your CAS requirement. When you propose the CAS activity to your CAS Coordinator, they will be asking you to provide a reasonable explanation of how your activity fits into the philosophy of CAS.

Segments of CAS: Creativity, Action, Service

Another thing that you need to take into consideration is the balancing out of your activities in order to fulfil every segment of CAS. This means that you should spend approximately an equal amount of time developing and expressing your creative side, being active and challenging yourself physically, and serving to your immediate and wider community as well. The following is a detailed description of what each segment encompasses:

Creativity:

Any activity that requires you to utilize and develop your creative side is considered a part of Creativity. Activities, such as art clubs, learning to play a new instrument, acting in a play, decorating a part of your neighbourhood, or coming up with an advertising campaign for a donation drive, are all falling under the category of creativity.

Action:

Action segment of CAS implies any activity where a student undergoes physical activity in order to reach a goal and challenge his or her bodily endurance and strength. Learning how to play a new sport, reaching a personal record at a 100m dash, a challenging hiking trip, or a clean-up of a riverside can all be considered action activities.

Service:

Service activities involve students providing some service either to their immediate, wider or global communities. This part of CAS is perhaps the most important, which means that most of your activities should include an element of service. Good examples of service activities are, organizing a children's hospital visit, participating in a "Big Brother" program at the local orphanage, teaching computer skills to senior citizens, or organizing an event at the school.

On and Off Campus Activities

Participating in the ISB community is wonderful and very rewarding. However, the students also need to acquaint themselves with their larger community – Belgrade and Serbia. It is very important that you understand what is ISB position in the context of a wider community, and that you reach out and participate in the world outside of ISB walls. It is thus a requirement that each student participate in at least 1 service activity that is done off-campus and is not related strictly to the ISB community.

Examples of Good CAS Activities

At the School Level:

- Participating in drama clubs
- Organizing school events
- Helping out at school events
- Being a part of a school sports team

At the Community Level:

- Cleaning up the neighbourhood
- Collecting and distributing toys for an orphanage
- Organizing a cultural event for an old people's home
- Volunteering at a homeless shelter

At the Global Level:

- Organizing and running a campaign to assist victims of natural disasters
- Creating a video to promote cultural/ethnic/religious tolerance
- Volunteering for an NGO

Examples of Activities That Are Not CAS

- Any class or activity that is already a part of the Diploma Program
- An activity done for financial or personal benefit
- Simple, tedious and repetitive work
- A passive activity (i.e. museum visit, watching a movie etc.)
- Part of family or religious duty
- Work experience which benefits the student only
- Activity which causes division and/or intolerance among certain groups within the community
- Working in an old people's home when you:
 - o Do not know how the organization operates
 - o Are just making sandwiches
 - o Have no contact with the old people
 - o Do no actual service for other people

LEARNING OUTCOMES

Another thing that you must pay attention to, as you choose your CAS activities, is the eight learning outcomes that you need to achieve during the two years of your DP schooling. These outcomes are the essence of the CAS program and you as a student need to undergo every one of them in order to fulfil your CAS requirement. So at the end of your two years of DP you need to prove that at one point you:

- **Increased your awareness of your strengths and areas for growth**

You are an individual with various skills and abilities, some more developed than others. You can make choices about how to move forward.

- **Undertook new challenges**

A new challenge may be an unfamiliar activity, or an extension to an existing one. Identify new challenges that you would like to take on. Reflect on these challenges from creative, active and service perspectives.

- **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 on going school activities in the local community, as well as in small student-led activities.

- **Worked collaboratively with others**

Collaboration can be shown in many activities, such as team sports, playing music in a band, or helping in a kindergarten.

- **Showed perseverance and commitment on your activities**

A student needs to attend regularly and accept a share of the responsibility for dealing with problems that arise in the course of activities.

- **Engaged with issues of global importance**

You are required to act on at least one issue of global significance. This activity may be an international project, but there are many global issues that can be acted on locally or nationally (for example, environmental concerns).

- **Considered the ethical implications of your actions**

Ethical decisions arise in almost any CAS activity. Evidence of thinking about ethical issues can be shown in various ways, including journal entries and conversations with CAS advisors.

- **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. Some may be demonstrated many times, in a variety of activities, but completion requires only that there is some evidence for every outcome.

PLANNING AND REFLECTION

Apart from actually doing the activity, it is extremely important that you undergo the planning and reflection processes as well. In fact, it is a mandatory that you do so, and passing your CAS requirement is in great deal dependant on this part of the processes.

Planning:

Every activity that you would like to count towards your CAS requirement needs to be carefully planned out. This means that prior to every activity you must fill out a questionnaire on ManageBac, describing in detail what you plan to do, what your goals are, and how you plan on achieving your goals. Throughout this process you need to describe why you chose to participate in the activity, foresee any difficulties that might arise and identify which learning outcomes and philosophy of CAS aspect the particular activity involves.

Reflection:

Reflection should be done throughout the activity and needs to show how you feel about the activity, provide proof for the undergoing of learning outcomes and emphasise what you did well and where you still need improvement. All of your reflections must be recorded on ManageBac. Thus, you can reflect in any of the following forms:

- **Written:** You can write a short paragraph, keep a journal or write a short essay reflecting on your achievements.
- **Visual:** You can provide photos of the activity taking place, draw a picture, or film a video reflecting what went on during the activity.
- **Audio:** You can create a podcast of your reflections or make an audio recording of your reflections.

The IB encourages you to use different forms of reflection and even to use various forms of media as well (internet, newspaper, etc.). Ideally, you should have 4-8 reflections per activity.

Finally, after you have completed the activity, you are required to fill out a completion form with the CAS coordinator. During this process, you need to evaluate yourself on the activity, provide proof for achieving the learning outcomes and provide feedback from your supervisors. With this, you have successfully completed a CAS activity.

Name:
Graduating in:
Date:

CAS Activity Completion Form

This form should be completed immediately after the activity has been completed with your CAS coordinator. **Do not fill in this form by yourself.**

Name of the activity:

Briefly describe what happened throughout this activity. What were the difficulties, significant and memorable moments, interesting things that happened?

Was this activity successfully completed? Explain why or why not.

Learning Outcomes

Check-mark the learning outcomes that you think you have achieved by completing this exercise and provide proof for them.

Learning outcomes		Proof
<i>Increased your awareness of your strengths and areas for growth.</i>		
<i>Undertaken new challenges</i>		
<i>Planned and initiated activities</i>		
<i>Worked collaboratively with others</i>		
<i>Shown perseverance and commitment on your activity</i>		
<i>Engaged with issues of global importance</i>		
<i>Considered the ethical implications of your actions</i>		
<i>Developed new skills</i>		

Were there any things that did not go according to plan? Describe them.

How can you follow up on this activity?

CAS Coordinator comments:

Activity completed successfully:

___ Yes

___ No

We strongly suggest that you begin planning what you will do throughout your two years of DP, as early as possible, and that you spread out your CAS activities throughout the two years of the DP. This way, you will be ensuring that CAS is not only something that you *have* to do in order to graduate, but also something that you *enjoy* and *like* doing. After all, we all *should* be doing CAS throughout our life as it ensures that we develop beyond the academic sphere and helps build the community around us.

If at any point during your CAS program you have any issues, concerns or difficulties please do not hesitate to talk to Mr Vladimir Stanojlovic. Furthermore, if you should come across a great idea for a CAS project, and need some assistance or guidance, feel free to discuss it with the CAS coordinator and consult in regards as to how best to achieve your goals.

Finally, remember: CAS should be fun and fulfilling, so try to approach it as a lifelong philosophy rather than simply as a requirement for the IB diploma.

Sincerely,

Vladimir Stanojlovic
CAS Coordinator
International School of Belgrade