Benjamin H. Hardaway High School

International Baccalaureate Programme (1351)

**Class of 2019: CAS AGREEMENT**

The current status of all junior IB students is that of ANTICIPATED CANIDATE. **In order to qualify to register for senior year IB exams and the status of DIPLOMA or CAREER-RELATED CANDIDIATE, the anticipated candidate must successfully complete all the tasks in the timeline listed below.**

**The Creativity, Activity, and Service Portfolio (CAS) is a requirement for all Diploma and Career-related candidates. Students who do not submit a CAS Portfolio in accordance with the guidelines set by the International Baccalaureate Organization (IBO) and in accordance with the timeline set by the Hardaway High School International Baccalaureate Programme will not qualify to earn the IB Diploma or Career-Related Certificate regardless of scores on IB exams.**

Students should make every effort to produce quality work without overstressing themselves which can be accomplished with prior planning and not procrastinating. Students must demonstrate that they have met all seven Learning Outcomes and achieved a relative balance between all three strands (C, A, and S) in a CAPSTONE presentation in March/April of their senior year in order to be eligible for the IB Diploma or Career-related Certificate.

**THIS TIMELINE IS SUBJECT TO CHANGE WITH ADVANCE NOTICE.**

**IB CREATIVITY, ACTIVITY & SERVICE TIMELINE**

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| --- | --- |
| Due Date | Task/Event |
| August 2017 | Specific guidelines for CAS experiences will be introduced in TOK/PPS. |
| August 31, 2017 | **CAS Yearly Plan and CAS Advisor Agreement Due**. Submit your CAS yearly plan and CAS Advisor Agreement to your TOK/PPS Teacher in class. |
| Sept 1, 2017 | **CAS Experiences Begin.** At this point students should be engaged WEEKLY (including times when not in school – winter break, spring break, summer break, etc.) in some kind of CAS experience(s) and begin the documentation process (monthly calendars, log sheets, reflections, artifacts, and supervisor forms – all explained in TOK/PPS). \*\*\*Career-related students must engage in service activities related to their career pathway and would also benefit from doing so for creativity and activity if possible. |
| October 2017 | Specific guidelines for the CAS Project will be introduced in TOK/PPS. Please remember that the CAS Project MUST last AT LEAST ONE MONTH and MUST include the IPARD process (explained in TOK/PPS). |
| November 1, 2017 | **CAS Portfolio Check #1.** Submit your CAS Portfolio to your TOK/PPS teacher so they can check your overall progress as indicated on the checklist you have been given. All of your documentation should be up to date. |
| Nov-Dec, 2017 | **Mandatory** meeting with your CAS Advisor (your advisement teacher). You are responsible for scheduling a meeting with your CAS Advisor to discuss your current progress and revisit your yearly plan and revise if necessary. At this meeting, you should use the CAS Advisor Meeting form to reflect and document that you met and what you discussed. |
| December 22, 2017 | **CAS Advisor Meeting Form Due.** Submit your CAS Advisor Meeting Form signed and filled out to your TOK/PPS Teacher. |
| January – March 2018 | Continue WEEKLY involvement, documentation, and reflection. Your TOK/PPS teacher will have specific assignments for you to complete regarding CAS during this timeframe. |
| April 1, 2018 | **CAS Portfolio Check #2.** Submit your CAS Portfolio to your TOK/PPS teacher so they can check your overall progress as indicated on the checklist you have been given. All of your documentation should be up to date. |
| April 2018 | CAS Portfolio Defense – CAPSTONE Presentation explained in TOK/PPS. |
| April – May 2018 | **Mandatory** meeting with your CAS Advisor (your advisement teacher). You are responsible for scheduling a meeting with your CAS Advisor to discuss your current progress and what you need to do to finish out the grade 11 CAS requirements. At this meeting, you should use the CAS Advisor Meeting form to reflect and document that you met and what you discussed. |
| May 2018 | **MOCK CAS Portfolio Defense – CAPSTONE Presentation** delivered in TOK/PPS. |
| May 18, 2018 | **CAS Advisor Meeting Form Due.** Submit your CAS Advisor Meeting Form signed and filled out to your TOK/PPS Teacher. |
| Summer 2018 | Continue engaging in CAS experiences WEEKLY and continue the documentation process (monthly calendars, log sheets, reflections, artifacts, and supervisor forms). You must have supervisor forms signed for all summer activities before submitting your portfolio on August 8. |
| August 8, 2018 | **CAS Portfolio Check #3.** Submit your CAS Portfolio to your TOK/PPS teacher so they can check your overall progress as indicated on the checklist you have been given. All of your documentation should be up to date. |
| August 8 – September 15, 2018 | **Mandatory** meeting with your CAS Advisor (your advisement teacher). You are responsible for scheduling a meeting with your CAS Advisor to discuss your current progress and revisit your yearly plan and revise if necessary. At this meeting, you should use the CAS Advisor Meeting form to reflect and document that you met and what you discussed. |
| September 1, 2018 | **CAS Yearly Plan and CAS Advisor Agreement Due**. Submit your CAS yearly plan and CAS Advisor Agreement to your TOK/PPS Teacher in class. Please make sure to consider your progress in meeting the overall requirements for CAS – 7 Learning Outcomes and Relative Balance – when developing your yearly plan for Grade 12. |
| September 16, 2018 | **CAS Advisor Meeting Form Due.** Submit your CAS Advisor Meeting Form signed and filled out to your TOK/PPS Teacher. |
| September 30, 2018 | **CAS Project Planning Form Due.** If you have not already done so, this is the last opportunity you have to submit a CAS Project Planning form. IF YOU FAIL TO SUMBIT THE FORM BY THIS DEADLINE, YOU WILL PLACE YOUR DIPLOMA/CAREER CANDIDACY IN JEOPARDY. |
| October – December 2018 | Continue engaging in CAS experiences WEEKLY and continue the documentation process (monthly calendars, log sheets, reflections, artifacts, and supervisor forms). |
| January 8, 2019 | **CAS Portfolio Check #3.** Submit your CAS Portfolio to your TOK/PPS teacher so they can check your overall progress as indicated on the checklist you have been given. All of your documentation should be up to date. |
| January 2019 | CAS Portfolio Defense – CAPSTONE Presentation process revisited in TOK/PPS. |
| January 8 – February 28, 2019 | **Mandatory** meeting with your CAS Advisor (your advisement teacher). You are responsible for scheduling a meeting with your CAS Advisor to discuss your current progress and revisit your yearly plan and revise if necessary. At this meeting, you should use the CAS Advisor Meeting form to reflect and document that you met and what you discussed. |
| February 28, 2019 | **You must engage in CAS experiences through this date at a minimum!** |
| March 1, 2019 | **CAS Project must be completed.** |
| March 15 – April 15, 2018 | **CAS Portfolio Defense – CAPSTONE Presentation** – Students will sign up for dates/times to present their CAS Portfolio to a panel who will assess whether they have successfully completed the requirements as established by IBO and the Hardaway IB Programme. |

Benjamin H. Hardaway High School

International Baccalaureate Programme (1351)

**Class of 2019: CAS AGREEMENT – Grade 11**

***CAS Advisor Agreement***

*I have been trained in and familiarized with the IBO and Hardaway IB CAS Portfolio requirements, and I understand that I am responsible for understanding this material and guiding the student indicated below. This includes being available during advisement to answer questions related to CAS and having a formal meeting with the candidate twice during grade 11 and/or grade 12 respectively as determined by advisement group. I also understand that it is the student’s responsibility to schedule these meetings well in advance.*

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Advisor’s printed name Advisor’s signature Date

**Supervisor’s** contact information:

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Text message preferred

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student Agreement***

* *I have read all of the CAS guidelines provided in the handbook.*
* *I have read the entire IB CAS Agreement.*
* *I am aware that I am responsible for working with the above advisor to complete the CAS process and am responsible for initiating contact and meetings.*
* *I understand that CAS is an IB Diploma/Career-related Certificate requirement.*
* *I certify that I have received this timeline in August of 2017 and that it is my responsibility to meet the deadlines so that I may remain in good standing in the IB Magnet Programme at Hardaway High School and to qualify to take my IB exams.*
* *I realize that each IB school has the authority to set its own internal timeline for CAS.*
* *I am aware that the quality of my CAS Portfolio Defense – CAPSTONE Presentation may determine whether or not I am awarded an IB Diploma/Career-related Certificate.*
* *I understand that my CAS Portfolio will be held to the same standards of academic honesty and honor code as any other IB assessment.*
* *I know that no CAS Portfolio will be accepted after the final due date.*

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Student’s printed name Student’s signature Date

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Parent’s printed name Parent’s signature Date

**Due to your TOK/PPS Teacher on 31 August, 2017.**

Benjamin H. Hardaway High School

International Baccalaureate Programme (1351)

**Class of 2019: CAS AGREEMENT – Grade 12**

***CAS Advisor Agreement***

*I have been trained in and familiarized with the IBO and Hardaway IB CAS Portfolio requirements, and I understand that I am responsible for understanding this material and guiding the student indicated below. This includes being available during advisement to answer questions related to CAS and having a formal meeting with the candidate twice during grade 11 and/or grade 12 respectively as determined by advisement group. I also understand that it is the student’s responsibility to schedule these meetings well in advance.*

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Advisor’s printed name Advisor’s signature Date

**Supervisor’s** contact information:

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Text message preferred

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student Agreement***

* *I have read all of the CAS guidelines provided in the handbook.*
* *I have read the entire IB CAS Agreement.*
* *I am aware that I am responsible for working with the above advisor to complete the CAS process and am responsible for initiating contact and meetings.*
* *I understand that CAS is an IB Diploma/Career-related Certificate requirement.*
* *I certify that I have received this timeline in August of 2017 and that it is my responsibility to meet the deadlines so that I may remain in good standing in the IB Magnet Programme at Hardaway High School and to qualify to take my IB exams.*
* *I realize that each IB school has the authority to set its own internal timeline for CAS.*
* *I am aware that the quality of my CAS Portfolio Defense – CAPSTONE Presentation may determine whether or not I am awarded an IB Diploma/Career-related Certificate.*
* *I understand that my CAS Portfolio will be held to the same standards of academic honesty and honor code as any other IB assessment.*
* *I know that no CAS Portfolio will be accepted after the final due date.*

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Student’s printed name Student’s signature Date

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Parent’s printed name Parent’s signature Date

**Due to your TOK/PPS Teacher on 1 September, 2018.**