



Diploma Program (DP) CAS Student Requirements

1. All IB Diploma Program candidates must document continuous activity over the 2 year program (minimum 150 hours) in order to receive a High School and IB Diploma.
2. CAS activities participated in must include an equal balance of Creativity (C), Action (A) and Service (S).
3. For these activities to be officially recognized, students must document their activities using the online ManageBac® program to record goals, outcomes, ongoing reflections during each activity and completing the CAS Questions.
4. For reflections to be considered regular and ongoing, entries must be made at least every 2 weeks or for every 4 hours claimed. Entries must include written reflection and may be supported with media such as pictures, videos, audio etc.
5. For an activity to be considered complete, 4 CAS Questions are answered in ManageBac® within 2 weeks of finishing the activity. All activities must be completed by the end of each school year.
6. IB Diploma seniors must complete the minimum 150 CAS hour **no later than April 30th, 2012**. IB Diploma juniors must complete **2/3rds of this total (100 hours)** as a minimum **no later than May 15th, 2012**.
7. All CAS activities taking place outside of TCIS need a TCIS staff supervisor.
8. Activities arranged independently by the student and outside of the TCIS programs may be considered as CAS activities only **after** the student meets with the CAS coordinator and approval has been given. An 'Off campus activity record' form must be kept and uploaded into ManageBac® for this activity to be considered complete.
9. Staff activity supervisors have the right to review and mark a student's activity as incomplete due to lack of participation, effort and poor attendance. The CAS supervisor has the final say in determining if a CAS activity is complete provided reflections and CAS question responses contain sufficient specific reflection.
10. An appeal process for CAS participation issues is through the CAS coordinator.

CONTRACT

I understand the above conditions

These are the activities I am considering to be involved this year:

CREATIVITY (C)	ACTION (A)	SERVICE (S)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Printed Name: _____ Signature: _____

Date: _____