



Lee's Summit North High School

The Guide To:



Class of 2026

Dr. Robert Rossiter, IB Coordinator
901 NE Douglas Street
Lee's Summit, MO 64086
816.986.3061

Creativity, Activity, Service Overview

Creativity, Activity, Service (CAS) is at the heart of the DP, involving students in a range of activities that take place alongside their academic studies. The component's three strands, often interwoven with particular activities, are characterized as follows:

- **Creativity**—exploring and extending ideas leading to an original or interpretive product or performance. Creativity in CAS provides students with the opportunity to explore their own sense of original thinking and expression. This may include visual and performing arts, digital design, writing, film, culinary arts and crafts.
- **Activity**—physical exertion contributing to a healthy lifestyle. The aim of the “Activity” strand is to promote lifelong healthy habits related to physical well-being. Pursuits may include individual and team sports, dance, outdoor recreation, fitness training, and any other form of physical exertion that purposefully contributes to a healthy lifestyle.
- **Service**—collaborative and reciprocal engagement with the community in response to an authentic need. The aim of the “Service” strand is for students to understand their capacity to make a meaningful contribution to their community and society. Through Service, students develop and apply personal and social skills in real-life situations involving decision-making, problem solving, initiative, responsibility, and accountability for their actions.

CAS encourages students to be involved in local, national and international activities as individuals and as part of a team, enabling them to enhance their personal, interpersonal, social and civic development. It can be both challenging and a personal journey of self-discovery. CAS activities are usually real and purposeful with significant outcomes, extending the student while involving planning, reviewing progress, reporting and reflection on outcomes and personal learning.

International Baccalaureate Diploma Programme Subject Brief, 2014

The nature of creativity, activity, service

...if you believe in something, you must not just think or talk or write, but must act.

Peterson, 2003

CAS should involve:

- ☐ Real, purposeful experiences, with significant outcomes
- ☐ Personal challenge. Experiences must extend you and be achievable in scope
- ☐ Thoughtful consideration, such as planning, reviewing progress, and reporting

- ☐ Reflection on outcomes and personal learning

All proposed CAS experiences need to meet these four criteria.

CAS Vocabulary

CAS Learning Outcomes: As a result of your CAS experience as a whole, there should be evidence that you have:

- ☐ Identified your strengths and develop areas for growth
- ☐ Demonstrated that challenges have been undertaken, developing new skills in the process
- ☐ Demonstrated how to initiate and plan a CAS experience
- ☐ Shown commitment to and perseverance in CAS experience
- ☐ Demonstrated the skills and recognize the benefits of working collaboratively
- ☐ Demonstrated engagement with issues of global significance
- ☐ Recognized and considered the ethics of choices and actions

CAS Experiences: CAS experiences are most usually initiated by the student; however, you may also participate in school/group CAS experiences. Experiences differ in length and in the amount of commitment required by the student. Please refer to the CAS experiences the IB CAS Advisor has given you. When choosing a CAS experience, please keep the following points in mind:

- ☐ Have long-term goals in mind
- ☐ Choose two or three activities in each of the three strands
- ☐ Decide on benchmarks for each activity that will lead you to that activity goal
- ☐ Have your activities equally distributed among the three strands
- ☐ Base your activities on personal interest, skill, talent, or opportunity for growth
- ☐ Should not to be used or included in the student's Diploma course requirements

Religious Experiences

You may use religious experiences for your CAS experiences as long as the activity in which you are involved does not comprise proselytizing individuals. For instance, you may use your service in feeding the material poor at a church but cannot use your service for teaching Bible Study to these individuals after the meal.

Experiences Contained in Coursework at School

You may use experiences in coursework at LSN from courses that do not fulfill the DP requirements. For instance, if you are creating and perfecting your pottery skills in Ceramics class, you may use this activity as ceramics is not a DP course.

Political Activities

You may use political experiences with which you are involved as long as this activity is not divisive to our school community. Please see Dr. Rossiter prior to logging any political experiences.

CAS Project: A CAS project is a collaborative, well-considered series of sequential CAS experiences, engaging students in one or more of the CAS strands. CAS students must be involved in at least one CAS project during their CAS programme. A minimum of one month is recommended for a CAS project, from planning to completion. Please complete the CAS Project form.

CAS Stages

- 📄 Investigation
- 📄 Preparation
- 📄 Action
- 📄 Reflection
- 📄 Demonstration

CAS Reflections: CAS reflections are an integral part of each and every activity. The reflections are designed to be thoughtful in nature communicating the student's growth throughout the process. Reflections should be done at the beginning, during, and at the end of your CAS activities; choose significant moments during the course of the activity. The number of reflections will depend upon the depth and breadth of each activity. When adding CAS reflections, please keep in mind the following points:

- 📄 Description of what happened during the activity
- 📄 Identification of what was important or influential
- 📄 Description of what went well or what was difficult
- 📄 Description of your growth during the process

CAS Evidence: CAS evidence details or describes your CAS experiences through video, journals, photos, or papers. All evidence will be uploaded into ManageBac.

CAS Responsibilities

Coordinator's (Advisor) (Dr. Rossiter) responsibilities include:

- ☐ Helping students identify personal and social goals
- ☐ Monitoring the range and balance of activities undertaken by individual students
- ☐ Developing the students' powers of reflection through group discussion and individual consultation
- ☐ Supporting students in their consideration of ethical concerns
- ☐ Reading/responding to diaries/journals
- ☐ Helping students to make connections (for example, CAS activity to subject learning, local activity to global concerns) and to look for generalizable understandings
- ☐ Conducting interviews with the students.

Supervisors' responsibilities include:

- ☐ Monitoring attendance
- ☐ Providing guidance and support related to the activity
- ☐ Alerting the CAS coordinator, administration or relevant CAS advisor to any problems
- ☐ Reporting, as required, on student performance
- ☐ Encouraging reflection

Students are responsible for their own CAS programme. The CAS advisor and supervisors will provide the student with guidance; however, the CAS experience is personal and only the student can build a program that meets the individual student's needs. The students' responsibilities include:

- ☐ Self-review at the beginning of the CAS experience and set personal goals for what the student hopes to achieve through the CAS programme
 - ☐ Plan your CAS experiences, execute the experiences, and then reflect upon those experiences
 - ☐ Participate in the CAS interviews
 - ☐ Take part in a range of experiences, including at least one group project. The project need only cover on the strand of the program, creativity, action, or service.
 - ☐ Keep records of the experiences and achievements
 - ☐ Show evidence of achievement in each of the seven CAS learning outcomes
 - ☐ Communicate periodically with your CAS advisor and supervisors
- 

CAS Interviews

The CAS Coordinator will meet with each CAS student three times during the student's CAS experiences in order to discuss the student's progress.

Initial Interview

- Explain the CAS requirements
- Review the CAS stages
- Discuss student's interests and ideas for CAS experiences
- Give an overview of MāngaeBac

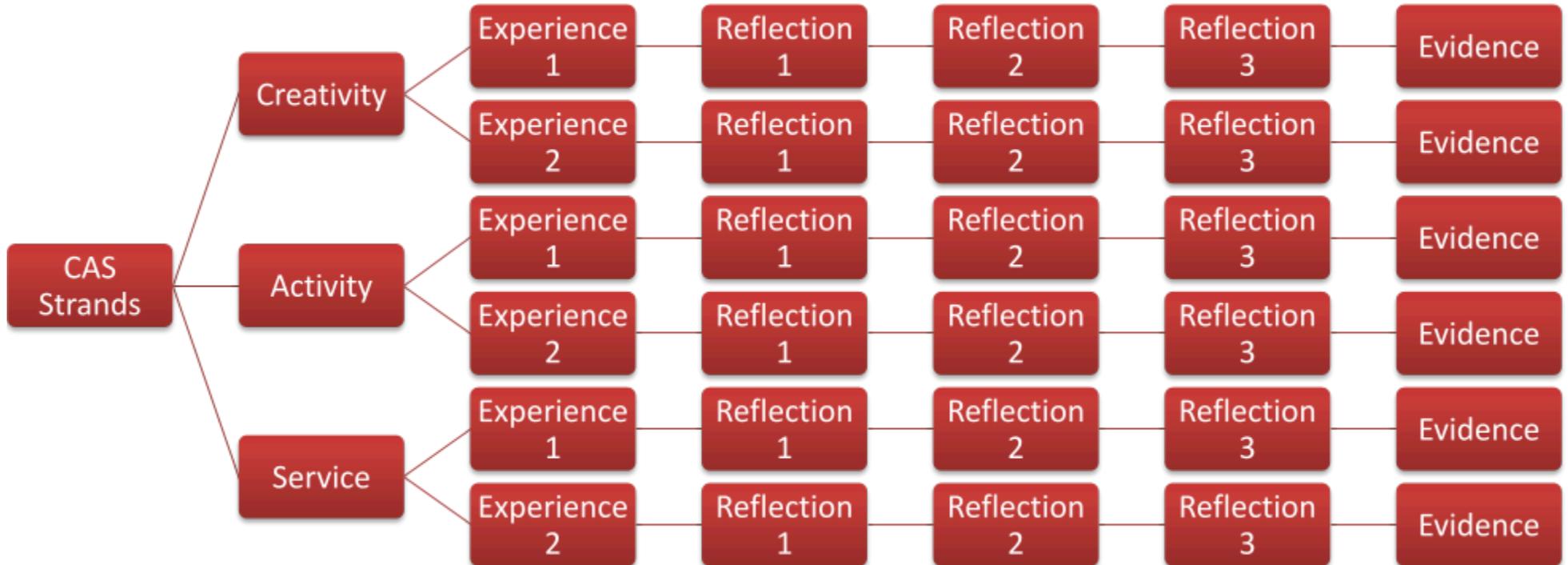
Second Interview

- Held during the end of the first year
- Assess the progress of the student
- Assess the range of the student's CAS experiences

Third Interview

- Held at the end of the Diploma Programme
 - Discuss how the student has achieved the learning outcomes for CAS
 - Discuss the overall CAS experience
 - Have the student reflect on personal growth
- 

CAS & ManageBac in Action



ManageBac

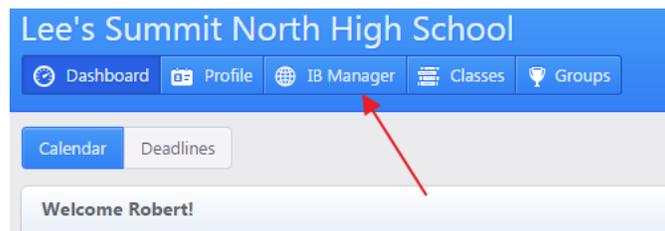
ManageBac Setup: Students will receive a welcome email from Managebac in October of their junior year. Students should follow the directions in the email to create a username and password. Please use your school email address for your username. You will use Managebac to keep track of CAS activities.

Login Website: Each time you wish to access ManageBac, you will use the link <https://lsn.managebac.com/login>. Your username is your school email.

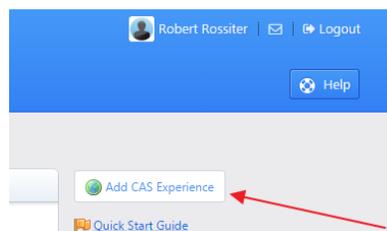
ManageBac & CAS

Step One: Entering a CAS experience.

1. Log onto Managebac: <https://lsn.managebac.com/login>
2. Select the **IB Manager** tab and choose **CAS** to begin.



3. Select the **Add CAS Experience** found in the upper right hand corner.



4. Enter all the information requested on this page.

Add CAS Experience

Experience Name* CAS Project

Approaches
 Ongoing School-based
 Community-based Individual

Start Date* End Date*

Description and Goals

Strands
Creativity 0.0 hours
Activity 0.0 hours
Service 0.0 hours

Supervisor Name Supervisor Title

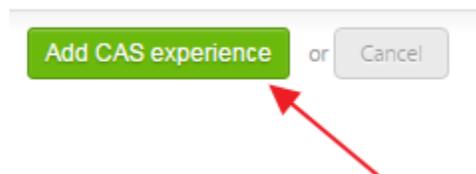
Supervisor E-mail Supervisor Contact #

Please select your targeted learning outcomes:
 Strength & Growth Challenge & Skills
 Initiative & Planning Commitment & Perseverance
 Collaborative Skills Global Engagement
 Ethics of Choices & Actions

Type of Service Action
 Direct
 Indirect
 Advocacy
 Research

- ❓ Name your CAS experience.
- ❓ Approaches: Ongoing, School-based, Community-based, or Individual.
- ❓ Start and End Dates.
- ❓ Description and Goals: Describe your activity and identify your goals. Consider which 2-3 learning outcomes you want to meet in this activity as you set your goals.
- ❓ Select your strands and hours: Creativity, Activity, or Service
- ❓ Supervisor Information. Your supervisor cannot be a peer.
- ❓ Select your learning outcomes.

Once you have entered all the information requested, select **Add CAS experience**.



Step Two: Approval/Disapproval

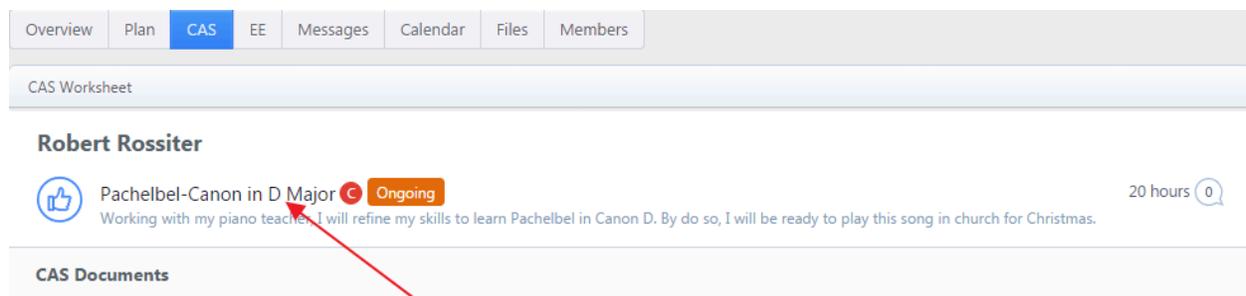
The IB CAS Advisor will approve/disapprove your CAS activity.

Step Three: Engage in the Activity

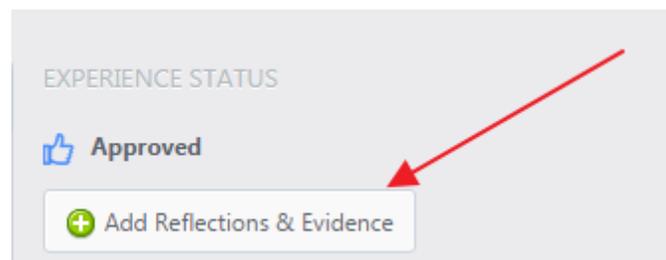
Once the IB CAS Advisor has approved your CAS activity, you will participate in the activity or project and collect evidence (photos, video, flyers, artifacts, etc.).

Step Four: Reflections & Evidence

1. Throughout the Activity, you will add evidence and reflections.
 - ☐ Reflections for activities should be completed during the activity.
 - ☐ Reflections for ongoing activities and longer CAS projects should be completed every two or three months or at the end of each semester.
 - ☐ Reflections should be directly tied to CAS Learning Outcomes.
2. From your CAS Worksheet, click the title of your **activity** to provide evidence & reflections of your activity. Reflections can encompass written journals, photos, website and videos.



Then click on **Add Reflections & Evidence** in the right hand corner.



To guide your reflections, you may consider the following at different stages of an activity (prior to starting, during, and after completion):

- ☐ What do you perceive and notice?
- ☐ How do you feel being involved in this activity?
- ☐ What do you think and feel about the activity itself?
- ☐ What does the activity mean to you?
- ☐ What value does the activity have?
- ☐ What did you learn from this activity, and how will you apply this experience to your life?
- ☐ What progress are you making towards the goals you set for yourself?

For the most part, you will “journal” your reflections. Evidence can be uploaded via photos and files. Please keep in mind that you may (should) enter multiple reflections throughout your activity until your ultimate goal has been reached.

Add Reflections & Evidence [← Back to Worksheet](#)

Pachelbel-Canon in D Major ● **Ongoing** 20 hours

Working with my piano teacher, I will refine my skills to learn Pachelbel in Canon D. By do so, I will be ready to play this song in church for Christmas.

Add: Journal Website Youtube Photos Files

B **I**

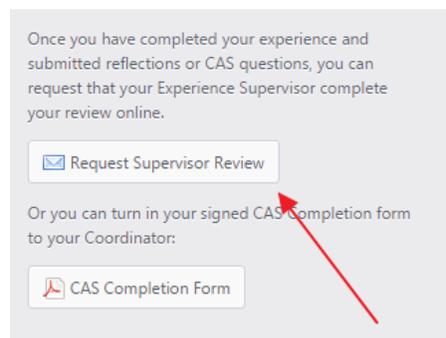
Outcomes:

- Demonstrate that challenges have been undertaken, developing new skills in the process
- Demonstrate how to initiate and plan a CAS experience

Add Reflections & Evidence or Cancel

Step Five: Supervisor Review

Once you have completed your activity and submitted your reflections & evidence, you will click **Request Supervisor Review**. Only do this when the activity has terminated AND all reflections & evidence has been entered. Your activity supervisor will then “sign off” of your CAS activity.



If your activity supervisor does not have an email address, click on the **CAS Completion Form** and complete. Then turn in this completed form to the IB CAS Advisor (Dr. Rossiter).

Ongoing: Messages between your advisor and you take place in the Notes section of your CAS Worksheet. You will get email notification when your CAS Advisor writes you a note. Be sure to respond promptly!