

International Baccalaureate
CAS Handbook
Beginning with the Class of 2010



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Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

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Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

Some thoughts on CAS

“We aren’t passengers on Spaceship Earth, we are the crew. We aren’t residents on this planet, we are citizens. The difference in both cases is responsibility.”

- Rusty Schweikart, Apollo Astronaut

“A problem is a chance for you to do your best.”

- Duke Ellington

When trying to decide if something is *SERVICE*, ask yourself, “Am I improving the life of someone less fortunate than myself?” “Am I improving my community in some way?” If you can answer “yes” to one or both of these questions, it probably is service.

For many students, CAS can be a life-changing experience. Use it as an opportunity to try new things and grow as a person. Many people find that their CAS experience helps them hone skills, develop new interests, get to know new people, and start a life-long habit of serving others.

“The IB curriculum offers a complete educational experience in which the traditional academic subjects and the less formal experiential arts are of comparable significance.”

An often-asked question: “Can I use the same activities I do for other service projects (such as those required of academic honor societies) toward my CAS hours, or do I have to do totally different things?” The answer is: “You do *not* have to do separate, new things for CAS – many kinds of activities carry over; however, you will have to complete a CAS Activity Record Form when submitting your CAS activities.”

Questions not answered in this Handbook? ... Be sure and
check with your IB Coordinator or CAS Coordinator 😊

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

What is CAS?

The International Baccalaureate has designed the CAS – the Creativity + Action + Service project – to ensure that all IB Diploma students are involved in extracurricular activities as well as in academic pursuits. At Marshall High School, we encourage each candidate to design a CAS plan which meets personal needs and interests, and which includes a balance of group and individual activities. In general, there is a lot of freedom in what you do, and the more creative you are in coming up with a good combination of activities, the more you will get out of the time you invest. Although many CAS opportunities will come along during your 11th- and 12th-grade years, you will be asked to have an overall plan prepared early in your junior year. The following activities are intended to give you some ideas:

Creativity:

This aspect of CAS is interpreted as imaginatively as possible to cover a wide range of arts and other activities outside the normal curriculum that includes creative thinking in the design and carrying out of service projects.

This could involve doing dance, theater, music, art, for example. You should be engaged in group activities, and especially in new roles, wherever possible. Nevertheless, individual commitment to learning an art form is allowed, where it respects the requirements for all CAS activities: *goals should be set and you should reflect on your progress.*

Action:

This aspect of CAS can include participation in expeditions, individual and team sports, and physical activities outside the normal curriculum; it also includes physical activity involved in carrying out creative and service projects. Action may involve participation in sport or other activities requiring physical exertion – such as expeditions and camping trips. Try to get involved in group and team activities and in undertaking new roles, but an individual commitment is acceptable where the general requirements of CAS are met: *that goals are set and you reflect on your progress.*

Creativity and action can be enhanced by incorporating the service component. If you are involved in arts and in physical activities, you might consider coaching young children, seniors in residential homes, homeless children, etc.

Service:

Service projects and activities are often the most transforming element of the Diploma Program. They have the potential to nurture and mold the global citizen. Service involves interaction, such as the building of links with individuals or groups in the community. The community may be the school, the local district, or it may exist on national and international levels (such as undertaking projects of assistance in a developing country). Service activities should not only involve doing things for others but also doing things *with* others and developing a real commitment with them. *The relationship should show respect for the dignity and self-respect of others.*

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

Learning Outcomes

As a result of their CAS experience as a whole, including their reflections, there should be evidence that students have:

- **increased their awareness of their own strengths and areas for growth** - They are able to see themselves as individuals with various skills and abilities, some more developed than others, and understand that they can make choices about how they wish to move forward.
- **undertaken new challenges** - A new challenge may be an unfamiliar activity, or an extension to an existing one.
- **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, ongoing school activities in the local community, as well as in small student-led activities.
- **worked collaboratively with others** - Collaboration can be shown in many different activities, such as team sports, playing music in a band, or helping in a kindergarten. At least one project, involving collaboration and the integration of at least two of creativity, action and service, is required.
- **shown perseverance and commitment in their activities** - At a minimum, this implies attending regularly and accepting a share of the responsibility for dealing with problems that arise in the course of activities.
- **engaged with issues of global importance** - Students may be involved in international projects but there are many global issues that can be acted upon locally or nationally (for example, environmental concerns, caring for the elderly).
- **considered the ethical implications of their actions** - Ethical decisions arise in almost any CAS activity (for example, on the sports field, in musical composition, in relationships with others involved in service activities). Evidence of thinking about ethical issues can be shown in various ways, including journal entries and conversations with CAS advisers.
- **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.

This focus on learning outcomes emphasizes that it is the quality of a CAS activity (its contribution to the student's development) that is of most importance. The guideline for the minimum amount of CAS activity is approximately the equivalent of half a day per school week (three to four hours per week), or approximately 150 hours in total, with a reasonable balance between creativity, action and service. "Hour counting", however, is not encouraged."

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

CAS – Quick Examples

CREATIVITY = Personal Enrichment

- ❑ Participation in Marshall Band / Chorus / Orchestra / Theatre performances*
- ❑ Private lessons in Music,* Art,* Dance, Theatre,* Photography,* etc.
(competitions, performances, shows, parades, recitals associated with above **NOT practicing**)
- ❑ Special classes taken outside of school (Examples: a sign language course, computer camp,* etc.)
- ❑ Planning events and projects for school, community or church organizations to which you belong
- ❑ Participation in the GCM newspaper, literary publication, yearbook

***These activities may not be part of an IB class for which you will receive a certificate or diploma**

ACTION = Physical Fitness

- ❑ Sports teams; intramurals at Marshall
- ❑ Club activities which involve physically active participation
- ❑ Scouting activities; Outward Bound
- ❑ Running a marathon
- ❑ Taking an aerobics/pilates/yoga class; supervised “working out” at a health club
- ❑ Dance classes and recitals
 - All Supervised by an advisor (who is not a family member)

SERVICE = Reaching out to Others / Less Fortunate

- ❑ Volunteering at a hospital, nursing home, public library, museum, animal shelter, etc.
- ❑ Participating in a summer or weekend community work project
- ❑ Working with Habitat for Humanity or other similar projects
- ❑ Participation in Marshall’s *Red Cross, Octagon Club, Key Club, Earth Force* or other service club projects
- ❑ Church or youth group service projects of an outreach nature (that do not proselytize)

Some things do NOT count toward CAS ...

When in doubt about whether a given activity qualifies as a CAS activity, it is always a good idea to check with an IB Coordinator. The International Baccalaureate does not recognize activities such as the following for CAS:

- ❑ Unsupervised tutoring or helping a friend with his/her homework
- ❑ Activities in which you proselytize your religious beliefs to others or do work affiliated with a political party
- ❑ Volunteer work with a business or other for-profit organization

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

Sample CAS Activities

The letters C, A and S correspond to “creativity,” “action” and “service.” Depending on the details of the project, not all categories will apply.

- Physical assistance to the elderly (S)
- A structured series of visits to a home for orphans (S)
- Helping with rehabilitation at the local hospital (S)
- Teaching basic literacy (C+S)
- Establishing and coaching a sports team for disadvantaged youngsters (C+A+S)
- Establishing and leading a musical ensemble for visually impaired people (C+A+S)
- Involvement in a theatrical production to which refugee children are invited (C+A+S)
- Teaching the use of computers (C+S)
- Environmental restoration and protection (C+A+S)
- Teaching children who have a disability to swim (A+S)
- Coaching a softball team (A+S)
- Teaching guitar to children (A+S)
- Writing for the school newspaper (C+S)
- Working with abandoned children to paint murals in their institution (C+S)
- Teaching English to newly arrived immigrant children (C+S)
- Inter-generational learning and friendship (C+S)
- Leading a mountain expedition (A+S)
- Clearing a beach of oil pollution or litter (A,S)
- Organizing a walk-a-thon to raise money for guide dogs (C+A+S)
- Organizing student participation in and raising funds for the Model United Nations (C+S)
- Raising money for Amnesty International/Greenpeace/World Wide Fund for Nature (C+S)
- Creating and maintaining a CAS web site (C+S)
- Assisting victims of a natural disaster (C+A+S)
- Learning to paint landscapes (C)
- Performing Wieniawski’s *Violin Etude No.3* on a Fender Stratocoaster (C)
- Learning to scuba dive (A)
- Gymnastics (classes, team practice, competition) (A)
- Joining a running club (A)

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

What is not CAS?

It is important to consider the spirit of CAS! The purpose is lost if this becomes a point-scoring exercise rather than a rewarding experience.

Here are some examples of what would *not* count as CAS:

- Any class, activity or project that is already part of your Diploma Program
- An activity for which you are personally rewarded (financially or some other benefit) unless the benefit is passed on to a worthy cause
- Doing simple, tedious and/or repetitive work (like returning library books to the shelves)
- Working in an old people's home when you:
 - Have no idea how the home works
 - Are just making sandwiches
 - Have no contact at all with the old people
 - Actually do no service for other people
- A passive pursuit such as a visit to a museum, art exhibit, concert or sports event, unless it clearly inspires work in a related activity in which a student is already engaged
- All forms of duty within a family
- Religious devotion and any activity that can be interpreted as proselytizing
- Work experience that only benefits the student
- Fundraising with no clearly defined end in sight
- An activity where there is no leader or responsible adult on site to evaluate and confirm student performance
- Activities that cause division amongst different groups in the community (e.g. work on a political campaign or attending a demonstration)

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

What to Do

CAS Planning Document

In October of your Junior year, you will have a planning meeting where you will discuss your plans, ideas and questions about how you will complete your CAS hours. You will fill out a CAS Planning Document and turn it in.

Check with the CAS Coordinator and IB Coordinators if you have questions!

Doing and Documenting CAS

ManageBAC – CAS Manager web site

Once you have met with your supervising IB Coordinator or CAS Coordinator, you may begin proposing CAS Activities online, as well as providing evidence of some or all 8 Learning Outcomes (*see CAS Guide on Blackboard for reference*).

CAS Activity Record Form

As you complete each activity, you will fill out CAS Activity Record Forms **and** will record the hours accordingly on ManageBAC. These must be entirely filled out with a signature and legibly printed name of a supervisor and a phone number where he/she can be contacted. You must download these forms yourselves from the Blackboard or ManageBAC web sites. Your submitted hardcopies will be kept in a folder specifically for you in the IB Office – these hard copies can be useful documentation for other organizations, e.g. NHS, calling for community engagement. **ALTERNATIVELY**, you may use ManageBAC's built-in tools to solicit adult verification electronically from the supervising adult. If interested in this route, schedule a 10-minute Learn meeting with your IB coordinator to learn how to do this.

Reflections + Evidence

On ManageBAC, you will also submit a reflection on each CAS activity you undertake. These reflections must address the ways in which the activity did (or did not!) meet the CAS Learning Outcomes, i.e. how the activity did or did not allow you to demonstrate you

- increased their awareness of your own strengths and areas for growth
- undertook new challenges
- planned and initiated activities
- worked collaboratively with others
- showed perseverance and commitment in your activities
- engaged with issues of global importance
- considered the ethical implications of your actions
- developed new skills

Beyond your written reflections, you can also upload or link to pictures, video files, or “primary sources” (e.g. a document you *created*) to further clarify what you’ve done and how it is reflective of meeting the Learning Outcomes.

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

Evaluation

You need a minimum of 150 CAS hours documented with CAS Activity Reports as well as learning outcomes that are documented on ManageBAC's CAS Manager.

50 hrs. Creativity

50 hrs. Action

50 hrs. Service

By the end of Junior year, you should have about 80-100 hours completed, ideally equally divided among creativity, action and service. CAS hour credit will be capped at 100 hours at the end of junior year, with a 35-hour cap in each group. Reflections should also be submitted at this time, BEFORE the summer between Junior and Senior Years.

By the beginning of Senior year, you should have at least 90 CAS hours completed. Turn in summer CAS Activity Reports and reflections by the end of September.

In March of Senior year, finalize all CAS paperwork and evidence of meeting the Learning Outcomes. That's it!

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

Timeline

Grade 11:

August-September	Become familiar with <i>CAS Guide</i> and <i>CAS Handbook</i> and begin to form your plan for executing CAS over 18 months
October	CAS Planning Session** with IB Coordinators and CAS Coordinators
As each Activity is completed	Submit <i>CAS Activity Reports</i> and reflections
May-June	Submit <i>CAS Activity Reports</i> for Jr. year / ongoing activities
June	Target CAS hours: 75, evenly distributed (25-25-25) <i>All CAS should be documented properly on ManageBAC</i>

Grade 12:

September	Turn in <i>CAS Activity Reports*</i> from summer Target CAS hours: 90, evenly distributed (30-30-30)
December-January	Target CAS hours: 120, evenly distributed (40-40-40)
March	Finalize all CAS paperwork (<i>Activity Reports</i> and <i>reflections</i> and/or other evidence of Learning Outcomes) 150 hrs.
April	CAS Completion Notification sent to the IB

***Important:** Always make a Xerox copy for yourself of each *CAS Activity Report* before turning in the originals to the IB Coordinators. This can also serve as evidence of community service for both the National Honor Society, the Civics Seal application, etc.

****Fill out the *CAS Planning Document* (provided separately) and bring to the meeting**

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

Planning Your CAS

George C. Marshall High School

Why do CAS?

The Creativity + Action + Service (“CAS”) component of the International Baccalaureate diploma is placed in the center of the IB hexagon for a good reason: it takes more than academic studies for a person to live a productive, fulfilling life. Through CAS, you will be encouraged to develop three important lifetime habits:

- To enrich yourself through personal growth, trying new things whenever possible,
- To remain active and physically fit, and
- To pursue opportunities to make a difference in the lives of others, particularly those less fortunate; to give of yourself and your time to improve your community and your world.

The IB diploma years will likely be the busiest ones of your life; if you can find time every week to engage in activities that meet one or more of the above goals, the International Baccalaureate believes you will, indeed, continue doing them throughout your life.

All IB diploma candidates are required to complete a minimum of 50 hours in each of the three CAS categories during grades 11 and 12, and to document the hours as required by the school. Before undertaking the CAS project, you will be asked to reflect on the nature of your own plans, taking into consideration current activities and hobbies as well as new challenges. Throughout the two years, you will be write reflections on each activity and how they relate to the CAS Learning Outcomes.

We hope your CAS project will be one of the most rewarding elements of your IB Diploma. It should reflect your nature, your goals and your initiative. Many, many activities are appropriate to include in your CAS – the more creative you are in designing your CAS plan, the more you will get out of it.

Before completing the CAS planning chart (provided separately), take some time to think about the following questions:

- What activities do I currently participate in that I would like to include in my CAS? Do these activities provide opportunities for me to try something new?
- What new activities will I undertake?
- What will be my goal or objective in each activity?
- Will my activities keep me actively involved with others?
- Will there be a ‘theme’ connecting my activities?
- How much time will I have to devote to each activity? When will they take place?
- How will I maintain a balance among the three CAS areas?
- How can I help others by what I do?

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!



International Baccalaureate

CAS Activity Record – George C. Marshall High School

Student: _____ **Date Submitted:** _____

Directions: If you know at the outset that a CAS Supervisor will not be reachable over email, then fill out a separate *CAS Activity Record* for each activity you complete toward fulfilling your CAS requirement. Forms are due to the CAS Coordinator or the IB Coordinator within two weeks of completing an activity or when school deadlines are announced, whichever comes first. On the back elaborate on your experience and provide any additional notes you want to make. Photocopy the forms and keep the copies in a CAS binder. It is your responsibility to complete your CAS hours, get the required signatures and turn in CAS documents on time. Ensure you **ALSO** record these hours on ManageBAC.

Activity: _____ **Date(s) of Activity:**
From _____ **To** _____

☐ GCM Activity

☐ Other Sponsoring Agency: _____
(e.g. Red Cross, Special Olympics, etc.)

Location (City, State, Country): _____

What I did (List or describe; be specific):

Number of Hours: _____ *Creativity* _____ *Action* _____ *Service*

Student's Signature: _____

I attest that the information I have provided is correct.

- - - - -

Sponsor's Evaluation of Participation (please check one):

☐ Exceptional contribution

☐ Satisfactory participation

☐ Unsatisfactory participation

Comments:

Activity Sponsor's Signature: _____

Activity Sponsor's name (please PRINT): _____

Phone(s) where I can be reached: _____ **Day:** _____ **Eve:** _____

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

CAS Record-Keeping Form

(For your own documentation/reflection – need not submit to IB Office)

Student:_____ **CAS Activity:**_____

Date Submitted: _____

[illegible]

Total number of hours by category for this activity:

C

A

S

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

FAQ

GENERAL:

Q: What is CAS?

CAS is shorthand for the IB requirement that all Diploma Candidates compile and report 50 activity hours in each of three areas -- Creativity, Action and Service – for a total of 150 hours.

Q: How much time do I have to compile and report the required 150 hours?

IB Diploma Candidates may begin compiling CAS hours day 1 of junior year. All 150 hours of the CAS requirement must be completed by the beginning of March of the senior year, and soon thereafter all attendant paperwork must be submitted to the IB.

Q: When should I submit CAS Activity Reports?

Ideally, you will turn in the hours & Activity Report as soon as you complete an activity. That way, your record is always up-to-date & there is less chance of losing or forgetting something. However, the following deadlines will be observed:

- Mid- June of Jr year: Hours & Activity Reports for junior year, plus Reflections
- Late September of Sr year: Hours & Activity Reports for summer between Junior & Senior Year, plus Reflections
- 1 March of Sr year: All hours & Activity Reports for senior year, and all edited/revised Reflections complete

Q: How are CAS hours verified? And can the student or his/her parent or other family member or friend sign off as the “sponsor” of these activities?

CAS hours must be verified by an adult sponsor (for example, a coach, a club sponsor, a teacher, or a program supervisor) who signs and dates the Activity Report and evaluates the student’s participation as “exceptional,” “satisfactory,” or “unsatisfactory.” Parents or other family members may not act as sponsors. (For unusual circumstances – e.g. when a parent is the team coach or program supervisor – please seek the advice and approval of the IB Coordinators before undertaking the activity.)

Q: Can I “finish” my CAS in grade 11?

No – You must be participating in some aspect of your CAS throughout the 18 months you are involved in the IB Diploma Program. However, some activities naturally take place in a short, compacted amount of time (e.g. a week spent on a Habitat for Humanity project) while others span several months (a sport season or class.)

Q: If I have a question about certain activities qualifying for CAS, what is the best way to get answers?

The best way to get questions answered is via e-mail. Please send your CAS questions by e-mail to either Ms. Nieh or Ms. Von Appen, or to your supervising IB Coordinator, Mr. Matthew Axelrod or Mrs. Carlota Shewchuk. One of us will provide you with a prompt written response.

Q: If I have questions on CAS in general, whom can I contact for assistance?

During the school year, CAS Coordinators Ms. Sunny Nieh (SCNieh@fcps.edu) and Ms. Molly von Appen will be your main contact person for CAS issues, but IB Diploma Coordinators Mr. Matthew Axelrod (MDAxelrod@fcps.edu) or Mrs. Carlota Shewchuk (CBShewchuk@fcps.edu) are available to answer your CAS questions in the IB Office. During the summer, please contact us by e-mail.

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

QUESTIONS ABOUT SERVICE:

Q: Can I earn the 50 Service hours required by simply “helping out” at school?

No. Students may compile only up to 10 hours of the 50-hour requirement for Community Service by activities that benefit GCMHS or staff. However, GCMHS service clubs such as Amnesty International, Best Buddies, Earth Force, FBLA, FADD/SAAD, Interact, and the Red Cross Club benefit others, so these organizations are an excellent way to gain CAS service hours. A good source of information on local service activities is on the web at www.voa.org

Q: Can I get Service hours for volunteering for any “non-profit” organization or simply by doing something on my own?

Just because an organization is “non-profit” does not mean that volunteer work done for the organization automatically qualifies as Service. Check with the IB Coordinators to be sure the sponsoring agency qualifies. Service also involves interaction – not simply doing things for others, but doing things *with* others – that benefits those in need and that builds linkages with individuals or groups in the local, national or international community. *Volunteer work performed without a sponsor or without community involvement will not qualify as Community Service.*

Q: Can I count as Service the time I spend at my church or on church activities for Community Service?

IB distinguishes between service that benefits members of one’s own faith community (church, synagogue or mosque) and service that benefits the larger community. For example, church-sponsored activities that benefit individuals or groups outside one’s church can qualify for Service, but volunteer activities that primarily serve or benefit church members are not eligible to be credited as CAS hours.

QUESTIONS ABOUT ACTION:

Q: Do I have to be on one of the GCMHS athletic teams to earn Action hours?

No. There are several ways to earn Action hours. Students participating on GCMHS athletic teams can earn 30 Action hours per season. For example, a student who plays a fall sport, a winter sport and a spring sport in a single academic year can earn 90 Action hours. Besides GCMHS athletics, students can also earn Action hours by participating in organized activities that involve physical fitness, including weight training or aerobics, hiking or bicycling, rowing or bowling. Students engaging in self-directed Action activities must keep a log sheet and must have a sponsor **who is not their parent or relative** who can verify the student’s record of physical activity.

QUESTIONS ABOUT CREATIVITY:

Q: Can the hours I spend planning and organizing GCMHS club or class activities (for example, a club field trip or a class fundraising event) count as Creativity hours?

Yes, they can count as Creativity hours, provided they do not exceed 30 per year, they are recorded on CAS log sheets, and they can be verified by the club or class sponsor.

Q: If I’m involved in one or more of the Theatre Department’s plays next year, or if I’m a member of the Marching Band, the Concert/Symphonic Band or the Orchestra, am I allowed to apply those hours toward my required Creativity hours?

Not sure? Have a question? Want to double-check? Ask the CAS Coordinator or an IB Diploma Coordinator!

Yes, students involved in GCMHS drama productions (either on stage or as a member of the tech team), in band, in orchestra or in choir can earn 30 hours toward the required Creativity hours. In addition, students participating in *Model United Nations* and the *It's Academic Team*, as well as members of the newspaper and yearbook staffs, can apply up to 30 hours towards Creativity, provided they use the CAS Record Keeping Form to keep track of their actual hours, not to exceed 30 per year.

Q: I don't have time during the school year to participate in GCMHS-sponsored music, theatre, or other performing arts. How else can I earn the required Creativity hours?

Individually designed creativity projects or activities (such as an art, music appreciation, computer science/software design, architectural design or dance class taken through the Fairfax County Park Authority) can count for Creativity.

Q: I plan to take an SAT Review class this summer. Can I apply those hours to Creativity?

Yes, up to a total of five hours. While SAT Review classes may enhance performance on standardized tests, they have minimal value in terms of creativity.

Q: Can I count non-IB courses I take at GCM or during the summer for Creativity?

Yes. If your schedule allows a place for a course you take for enrichment, or if you are required to take a non-IB class for a graduation credit (i.e. an elective), you may count up to 30 hours per year toward the Creativity portion of your CAS. However, courses that are mandatory for high school graduation cannot be counted toward CAS.