UAIS/ Student Senate Approval Process for Students Initiated Clubs & Events

Step 1: Determine requirements: If the event/club takes place outside the school or offered only to members of a currently active club, no Senate approval is needed; however, speak to your advisor, club sponsor, or Mr. Spear about proper supervision.

Step 2: Choose the correct form: If the event/club will be advertised or hosted to students in the building, review the appropriate form located outside room 334. Allow three (3) weeks for the remainder of this process.

Step 3: Initiate search for adult supervisor: For new clubs or events, students must provide Mr. Spear a description, preferable meeting dates/times/location, and supervisor duties, which he will forward to the staff to find you a possible supervisor.

Step 4: Complete the appropriate form: Carefully read and complete all requirements on the appropriate Senate form. Gather signatures of interest, but you may not publicly advertise your event or club via school email until Senate has given you final approval.

Step 5: Complete CAS proposal, if necessary: DP students wishing to propose this as a CAS project should build the proposal into Managebac.

Step 6: Meet your supervisor: Once Mr. Spear confirms a supervisor that meets your needs, arrange an in-person meeting to discuss your proposal in more detail. If necessary, bring a CAS supervisor form to the meeting to be signed.

Step 7: Submit the appropriate form to Student Senate: Allow up to two (2) weeks for the next Senate meeting to review and approve your proposal. If your event is approved, your application process is complete. If you are proposing a club, go to #8.

Step 8: Understand the club's pilot process: All approved clubs are temporary and must meet the following requirements:

- Submit to Senate an attendance roster of three consecutive meetings with 15+ members
- Establish by-laws by the end of the third club meeting
- Have an available, sponsoring adult
- Be inclusive to all UAIS students

The Senate vice president will request information on these club requirements periodically. It is the responsibility of you and/or your board to provide this information for your club to remain in good-standing.

CAS Supervisor Agreement Form: Utica Academy for International Studies
37400 Dodge Park Rd., Sterling Heights, MI 48312
CAS Coordinator Email: justin.spear@uticak12.org

Dear Sir or Madam,

Creativity, Activity, Service (CAS) is an International Baccalaureate diploma requirement for students that requires students at least 150 hours of supervised experiences and projects during 11th and 12th grade. Each experience requires a CAS supervisor who is at least eighteen years of age, not related to or a personal friend of the student. As a CAS supervisor, you agree to the following:

- ✓ Monitoring student attendance, if attendance is required
- ✓ Providing guidance, training & support related to the experience to ensure the student's safety
- ✓ Alerting the CAS coordinator (see contact info below) to any issues
- ✓ Communicating with the CAS coordinator any issues regarding the safety of our students
- ✓ Reporting on the student's performance via an email link to provide brief comments

CAS students under your supervision are expected to:

- ✓ Be punctual, dress appropriate, and act in a positive manner at all times
- ✓ Respect the rights and autonomy of all individuals with whom they interact
- ✓ Not receive monetary payment of any kind for service hours
- ✓ Refrain from any form of proselytizing or religious conversion in exchange for service

Please note that at full capacity, we will have hundreds of students performing different experiences. We ask you to use sound judgment in assigning students tasks and roles that are both safe and reasonable. If you have any questions about the appropriateness of a specific experience, please do not hesitate to contact me. Please take the time to fill out the information below.

Respectfully,

Justin Spear, CAS Coordinator, UAIS
586-797-3107
justin.spear@uticak12.org

Student's Full Name: _____
Name of Experience/Project: _____
Supervisor's Full Name: _____
Supervisor's Title/Position: _____
Supervisor Phone #: _____
Supervisor Email: _____

Attention Supervisor: Please provide contact information above, sign/date below, and include an estimate of hours you feel this student might complete. **Please retain a copy of this form for your records in case contact with us is needed.**

Supervisor's Estimate of Hours Total for this Experience/Project: _____

Supervisor Signature: _____ Date: _____

UTICA COMMUNITY SCHOOLS
A·C·A·D·E·M·Y for INTERNATIONAL STUDIES

UTICA ACADEMY FOR INTERNATIONAL STUDIES

37400 Dodge Park Road | Sterling Heights, MI | 48312 | USA
(P) 586.797.3190 | (F) 586.797.3101 | http://UAIS.Uticak12.org

International Baccalaureate DP Intervention Procedures

For the benefit of all its students, the UAIS staff sets a goal for all its students to earn the IB diploma. We encourage open communication, set internal timelines for completion of IB requirements, and offer one-on-one conferencing throughout the calendar year to facilitate this process. UAIS students are expected to pursue the IB diploma by working with teachers to complete all Internal Assessments (IAs), Extended Essay (EE) and Creativity, Activity, Service (CAS) requirements. The following interventions will be implemented for DP requirements only, not daily homework or classwork. Interventional emails are CCed to the DP coordinator, EE coordinator, CAS coordinator, teacher and student.

Level 1 Intervention (one or more of the following): failure to meet minimum requirements on a CAS meeting rubric (first occurrence); little/no evidence of CAS reflections after a TOK meeting; failure to meet minimum requirements set by an EE supervisor (first occurrence); failure to meet an IA deadline set by a teacher (first occurrence)

Intervention Response:

1. Official notification by appropriate teacher via email with new deadline set
2. Discussion of Level 2 Intervention

Level 2 Intervention (one or more of the following): failure to meet minimum requirements on a CAS meeting rubric (second occurrence); failure little/no evidence of CAS reflections; failure to meet minimum requirements set by an EE supervisor (second occurrence); continued failure to submit an IA deadline past the date set by the teacher after the level 1 intervention

Intervention Response:

1. Official notification by appropriate teacher via email with new deadline set
2. Parent notification by appropriate teacher
3. Discussion of Level 3 Intervention

Level 3 Intervention (one or more of the following): failure to meet minimum requirements on a CAS meeting rubric (third occurrence); failure little/no evidence of meeting minimum requirements set by an EE supervisor (third occurrence); continued failure to submit an IA deadline past the date set by the teacher and after the level 2 intervention; ***the lack of communication, effort, and/or work committed by the student indicates the student is on track to not be eligible for the IB diploma***

1. Official notification to counselor
2. Parent notification by appropriate teacher
3. Meeting between student, teacher, and appropriate coordinator (CAS, EE, DP)
4. Student may be placed on academic contract with DP/EE/CAS Coordinator
5. Student's IB diploma candidacy temporarily held on college applications/scholarships

All students should note that failure to attend a scheduled meeting—except because of an excused absence—will result in an intervention step as, by default, the student has "failed to meet minimum requirements on a CAS meeting rubric" or "meet minimum requirements set by an EE supervisor."

UAIS Policy for Counting Electives for CAS

The extent to which full diploma candidates may count electives toward CAS is left to the discretion of the CAS coordinator, who—in conjunction with teachers—has created a list of possible options to earn CAS hours. As with all other CAS experiences and projects, electives can count for CAS provided that students:

- Engage in real, purposeful experiences with significant outcomes
- Seek personal challenge, not engage in experiences that are more of the same
- Thoughtfully consider, plan, review, and report their experiences/projects
- Reflect on the seven CAS learning outcomes

Limitations and Restrictions:

1. Students may earn a maximum of 50 total CAS hours from elective classes, either by completing up to 50 hours in one elective class or any combination of up to 50 hours two elective classes across 11th/12th grade.

2. Students are strongly discouraged from using senior-year electives to complete CAS hours or otherwise assume that their schedule will provide an opportunity to complete hours in a CAS strand they wish.

3. IB Full Diploma candidates who elect to take eight IB classes (testing in 7 subjects plus TOK) are eligible to earn CAS hours in their elective class only. Any class a student uses toward the IB diploma itself cannot earn any CAS hours.

4. Students & teachers may not create independent studies for the purpose of satisfying CAS requirements.

Important Considerations for Students:

1. Sitting in class does not constitute CAS. Students must initiate challenging experiences unique to them as individuals. These may occur naturally as part of the class, or they may be independent projects or experiences. Students are expected to reflect on their strengths and before discussing options with the supervising teacher. Teachers are not responsible for providing CAS experiences to students.

2. Due to the extra responsibilities these teachers assume, teachers and students should work together to develop experiences that allow for some student freedom but fit within the natural curriculum of the class.

3. Students acquiring CAS hours within an elective class are expected to show a renewed effort to earn a significant portion of their remaining CAS hours outside UAIS. Completing CAS with nothing but teacher supervisors and school-sponsored experiences and projects is not in the spirit of CAS because such a CAS programme lacks diversity.

4. This is an internal set of UAIS guidelines, developed by the CAS coordinator, that will be discussed at length during the full-day CAS training for sophomores later this spring. Students should simply be aware of the possibility of using their elective to satisfy some CAS requirements, but they should not make decisions in their schedule based on this document. The CAS coordinator will answer student questions during the training day.

Description of CAS Eligible Electives at UAIS

IB Physics/IB Chemistry/IB Biology/IB Computer Science (Elective Only): Students who take an additional IB Physics class for which they are not testing for the IB Diploma can count CAS hours through completion of the classes' Internal Assessments. Students must design and conduct their own experiments to earn creativity hours. Each IA can count for approximately 10-15 hours.

Physiology: Please see Ms. Kasperek for more details.

Team Sports Boys/Team Sports Girls: Earning action hours for gym class is intended to provide UAIS students not on sports teams or otherwise active to improve physical fitness. While each student begins at an individual level of fitness, students will be expected to demonstrate gains in aerobic fitness and push themselves to the next level. Sweating is required! There also exists the potential for some creativity hours in helping teachers design certain games and workouts. Students can earn up to 50 hours of activity and/or creativity combined. Supervising Teacher: Mr. Scalici.

Spanish/Japanese/French Elective: Students may earn up to 50 creativity hours by taking an additional group 2 class. Students may begin or continue to develop their speaking and writing skills. Completion of creativity hours may be grade-based, depending on the teacher. Students must be active in class and participate in a variety of presentations, essays, and written work—all indicative of challenging skill levels.

Band 10-12/Vocal Solo and Ensemble: Students may earn 50 creativity hours through a number of experiences, including the following: arranging a chorale piece, working towards personal goals, such as improving various aspects of vocal technique or music reading ability, participating in the UAIS talent show, presenting at the UAIS Extravaganza, compiling additional practice pieces at home, caroling in the community or school, or performing at a retirement home. This also goes for band experiences. Students are encouraged to explore techniques, ranges, and culturally unfamiliar music to their experiences. If interested, students should propose this experience sooner in the year rather than later. Please note: IB music performance candidates are not eligible to earn CAS hours in this class.

Advanced Art Studio: Students may earn up to 50 creativity hours through the proposal of a goal-oriented plan of work. Students will focus on particular themes and fashions. Additionally, they should expect to complete a series of three-week projects in class as well as submit a digital culminating their learning experience during the year. Please note that all interested students must propose and have approved this class for CAS hours by the end of September to be eligible.

Newspaper and Yearbook: Students may earn up to 40 creativity hours in this class by designing a layout for the yearbook, learning and participating in photography techniques, improving creative writing skills, and developing interview skills with teachers and students. Students must be organized, detail-oriented, self-motivated, be open to constructive criticism, focused, and able to work in groups. To earn hours, students must complete each project on time and may not earn hours if they drop the class at any point. Additionally, seniors may earn hours by focusing on the senior supplement. Please note: students must participate in both newspaper and yearbook in this class—not either one.

IB Theatre Arts (Elective Only): Students may earn up to 50 creativity—and possibly activity—hours through research-based or performance-based tasks, or critical observation. Generally, students will be assessed through culminating performances previously agreed-upon with the teacher and in conjunction with a theatrical focus for the year. Students are expected to be very specific and clear in their proposals, reflecting on their strengths and weaknesses as a performer.

IB Psychology (Elective Only): Students who take IB Psychology as an elective class for which they are not testing for the IB Diploma can count CAS hours through completion of the class. Internal Assessment. Students must design and conduct their own experiment to earn creativity hours.

UAIS Clubs and Projects Supervised by Staff

Below is a list of nearly 30 extra-curricular clubs and organizations that UAIS staff supervises. As club offerings change from year to year, please contact teachers for more information about joining these clubs and organizations.

Teacher	Clubs & Organizations
Battaglia	Crevolution Robotics, SWENext
Blain	French Club, National French Honors Society
Sra. Burak	Spanish Club, Sociedad Honoraria Hispánica
Dobbie	Quiz Bowl
Fisher-Sheppard	Chess Club
Hujdurovic	Girls Who Code/Coding Club (Open to All)
Kasperek	Asian Pacific Islander South Asian/American (AAPISA) Club, Medical Club
Khan	Student Senate, Art Club, NAHS, Charity Fashion Show
Kuhlman	Debate, Forensics
Layson	Student Advisory Board, House Ambassadors
McNair	Math Club
Milazzo	Creative Writing Club
Miller	Badminton Club
Multhaupt	Recycling Club
Snopkowski	National Honor Society, International Festival, Tutoring
Spear	Student Voice Committee, Key Club
Sullivan	Japanese Club
White	Amnesty International, Genders & Sexualities Alliances (GSA), She's the First