

TITLE: Cultural Arts Passport Program Guidelines**NUMBER:** MEM-156913.1**ISSUER:** Frances Baez, PhD
Chief Academic Officer
Division of InstructionJantré Christian
Administrator
Arts Education Branch**DATE:** July 28, 2025**ROUTING**Deputy Superintendent
of Instruction
Region Superintendents
Region Administrators of
Instruction
Region Directors
All Principals
Assistant Principals
CAP Champion
Teachers
School Administrative
Assistants

PURPOSE: The purpose of this memorandum is to provide updates and outline essential instructional and operational requirements for the Los Angeles Unified School District's (Los Angeles Unified) Cultural Arts Passport (CAP) program. CAP offers all students the opportunity and funding to provide supplemental in-person arts experiences—such as field trips, on-campus performances, events, and workshops—beyond the regular school day. The program is funded with [Expanded Learning Opportunities Program](#) (ELOP) supporting learning that takes place outside the regular school day and must abide by the California Department of Education's ELOP requirements and is subject to audit. On instructional days in which CAP funds are used, schools must meet the nine-hour requirement under ELOP for participating students. This means that the sum of instructional minutes, ELOP activities, recess, and meals should be no less than nine hours.

This memorandum will:

1. inform school administrators of the Cultural Arts Passport (CAP) program;
2. provide administrators with information about the CAP Champion;
3. provide instructions for implementing the CAP Plan; and
4. outline the requirements for CAP Field Trips.

MAJOR CHANGES: This updated memorandum replaces MEM-156913 and includes revised language around CAP expenditure guidelines.

GUIDELINES: This memorandum applies to all District schools except for independent charter schools. The following guidelines apply:

I. Cultural Arts Passport (CAP) Overview

A. The CAP program supports student access to the arts experiences that utilize the extended day. The goals of this program include:

- increase access and equity to CAP field trips and arts enrichment for every student
- increase the variety of arts field trip experiences
- increase opportunities to showcase arts instruction
- enhance enrichment opportunities in the arts
- build an art programs pipeline; elementary and middle schools will strive to attend at least 1 LAUSD secondary arts performance or exhibition
- build community and increase joy, wellness, attendance, and social emotional resilience through CAP activities

B. CAP Allocation

All schools will receive an allocation based on ECAST projections, achievement data, and/or school type. Allocations based on this data will be shared via Interoffice Correspondence.

C. CAP School Planned Strategies and Allocations

Every student shall have access to local arts field trips and arts enrichment each school year. These trips shall be intricately linked to the [Visual and/or Performing Arts curriculum](#), broadening students' exposure to the arts while fostering intellectual curiosity and engagement. Schools should plan to allocate funds as follows:

- Field trips to local Arts experiences that do not require an overnight stay and only require bus transportation. This includes relevant expenditures on preparation and follow-up activities related to the field trip. This includes all expenses related to the field trip (admission, transportation, chaperone X-Time, OT, etc.).
- Professional service contracts for arts enrichment, performances, etc.
- No more than 35% of the funds can be used for supplies (including costumes and portable equipment for performances). Supplies must be related to CAP activities and follow ELOP rules associated with the funds.

D. Cultural Arts Passport (CAP) Accountability

- Each school must designate a CAP Champion.
- Designated CAP Champions at each school are responsible for information shared at meetings, and any CAP updates shared via the CAP Schoology group.
- District monthly reports of CAP expenditures will be generated and reviewed centrally.
- By the end of the first semester, CAP Champions should have spent or encumbered at least 50% of CAP funding.
- All field trips shall be submitted to Fieldtrip.
- A slide deck with a [collection of artifacts](#) must be updated to track and showcase evidence of CAP expenditures.
- Completion of the CAP expenditure form for IMA general supplies, admissions tickets, professional services contracts, instructional materials.
- Successful implementation of the CAP program by school-site CAP leads includes adhering to budget deadlines and spending 90-100% of CAP funds by the end of fiscal year.

II. Cultural Arts Passport (CAP) Champion

The CAP Champion are certificated staff members (non-administrator) responsible for successfully implementing and coordinating the Cultural Arts Passport program at their school. Each school must have a designated CAP Champion. If a school has not identified a CAP Champion, the point of contact for CAP information will default to the current principal. Register the CAP Champion here: [Register a CAP Champion](#)

A. [CAP Champion Duties](#)

Duties include plan writing, event/trip coordination, program coordination, professional development, and attending CAP meetings. The CAP Champion is responsible for providing a link to their digital record of artifacts by the end of September. The CAP Champion shall provide the principal and regional director with access to the artifacts slide deck.

B. CAP Champion Differential

CAP Champions will receive a differential that will include: plan development and revisions, attendance to the Arts Education Branch CAP Champion meetings, sharing information with staff

about the CAP program and coordination with SAA and principal. Each champion will receive a differential of \$973 per semester. If the CAP Champion receives a differential for another role, a second differential cannot be issued (per HR Personnel Policy Guide S25).

C. CAP Champion Meetings

CAP Champion meetings occur six times per school year (August, October, December, January, March and June). CAP Champions are required to attend these 1-hour synchronous meetings that take place from 3:45 p.m. to 4:45 p.m. and will work for an additional hour after each meeting on relevant tasks, asynchronously. If a CAP Champion cannot attend the CAP meeting, they shall send a school designee to receive the information provided.

D. CAP Champion Compensation

CAP Champions can be compensated for additional hours of certificated X-time each month over a 12-month period. CAP Champion time reporting documentation shall be verified by the principal or designee, submitted to the school's SAA, and kept on file at the school site. The X-time hours are intended for preparing and facilitating professional development, organizing Visual and Performing Arts experiences, chaperoning field trips and other arts related after school activities. More than 15 hours of planning time is subject to principal discretion.

III. Cultural Arts Passport (CAP) Plan

Every school is required to develop a [Cultural Arts Passport \(CAP\) plan](#) ensuring access for all students during the school year. Any funded items must directly support students in the visual and performing arts and adhere to Expanded Learning Opportunities Program Guidelines.

CAP plans are approved by the site principal and regional director. Approved plans must be uploaded to the School Plan for Student Achievement (SPSA) platform. During Budget Development, principals will receive Program 17703 allocations. Submission deadlines and instructions relevant to the CAP Plan and budget process will be available on the [School Fiscal Services](#) website under Budget Development Resources. Funds will be placed in Program 17703, Fund 010-2600. Revisions to the approved plan must be resubmitted to the Regional Director, and only the newly written sections of the plan

are subject to re-approval. CAP funds not expended by June 30 of the current school year will not carry over.

Special Education School sites have an [abridged CAP plan](#) with abridged rules. Having a CAP champion is optional and in the principal's discretion. Abridged CAP funding is sourced from Targeted Student Population funding and is not obligated to ELOP rules. Abridged CAP plan schools will all receive a \$25,000 allocation.

A. CAP Activities

All CAP activities must adhere to Expanded Learning Opportunities Program guidelines and are subject to audit. All CAP activities must be focused on the visual and performing arts, be aligned with [CA Visual and Performing Arts Standards](#), and comply with all Los Angeles Unified guidelines and policies.

Approved CAP activities may encompass a wide range of arts experiences, including but not limited to:

- Local visual and performing arts (VAPA) aligned field trips
- Arts camps (no overnight)
- On-campus performances and VAPA events
- Arts enrichment before, after school, and on non-instructional days

Funding allocated for CAP activities must directly support student-centered arts education experiences and activities.

B. CAP ELOP 9-Hour Rule

All CAP activities must be planned in accordance with the ELOP 9-hour rule. For activities on instructional days, this entails meeting a minimum 9-hour requirement by consolidating daily instructional minutes, recess, mealtimes, and ELOP minutes to ensure a combined total of no less than 9 hours. If a school already provides a before/after school program funded by ELOP (e.g. Beyond the Bell) that satisfies the 9-hour requirement, any CAP funded workshops or enrichment activities commencing before or after school hours may be conducted for any duration, as the school's 9-hour requirement is deemed fulfilled. However, the ELOP funded activity must take place during expanded learning hours. All field trips must meet the 9-hour requirement whether a before/after school program funded by ELOP exists on campus.

C. CAP Expenditures

To support accountability and alignment to the intended purpose of the CAP Program, expenditures in the following categories will require the preparation of a [CAP Expenditure Form](#):

- professional services contracts
- IMA
- general supplies
- admissions fees

The CAP Expenditure Form should be completed by the CAP Champion/ designee, signed by the principal and submitted to the SAA or clerical designee assigned to purchasing. The CAP Expenditure form should be uploaded into the LRP or Ariba system as an attachment with goods receipts.

Education Code 35168 requires school districts to maintain inventory records of equipment whose current market value exceeds \$500. These records must contain a description of the equipment, manufacturer's name, identification numbers, original cost, date of acquisition, the location of use, and the date and method of disposal, if applicable.

For further information on accounting for supplies and equipment, please refer to [Bulletin No. 953.1](#), "Control of Site Equipment."

D. CAP Field Trips

Arts-aligned field trips and interdisciplinary standards-based instruction allow students to make connections, reinforce learning, and develop literacy, critical-thinking, and problem-solving skills, while stimulating inquiry. CAP field trips meet the requirements of providing students access to artistic processes as outlined in the California Visual and Performing Arts Standards: creating, performing, presenting, producing, responding and connecting.

1. CAP Field Trip Selection

CAP field trips are limited to arts related, local field trips only. All schools are required to select CAP field trips using the [Arts CAP Field Trip Resource](#). This resource outlines vetted sites that enhance arts experiences. Please note amusement parks do not

fall under CAP field trips. Overnight, out-of-state, or international trips are not permitted.

2. Field Trip Guidelines

Schools should adhere to District policy with regard to the fieldtrips as outlined in [REF-2111.1](#) and the Los Angeles Unified Division of Risk Management website.

Given CAP field trips adhere to the 9-hour rule, please follow the most updated guidance including chaperones, volunteers, nursing, and any other office approvals, including Regions. Schools shall contact transportation or secure an approved charter company to confirm pick-up and drop-off time.

Please note Los Angeles Unified staff who are not receiving compensation for supervising a field trip are required to register as school volunteers.

3. Fieldtrip Submission

All CAP field trips shall be entered into the fieldtrip system. District field trip guidelines and policies must be followed.

4. Student Meals

Schools should first seek to qualify for a reimbursable meal/snack through their cafeteria three weeks prior to using ELOP funds. Schools may use the [Cultural Arts Passport Request for Field Trip Meals](#) form to submit to their Food Service Manager. The form must be completed and submitted to the Food Service Manager three weeks prior to the field trip date.

If a school includes food costs in their program plan and the school cafeteria gives a written response that they are unable to provide food for the specific field trip, then these funds can be used to cover the costs of meals and/or snacks provided during ELOP activities. Note: Meals and snacks provided during these enrichment activities are paid for with ELOP funds, those meals cannot be claimed under federal SNPs. *School cafeterias do not provide food on Sundays.

If reimbursable meals are unavailable, food may be purchased for students. LAUSD food services recommends these guidelines: Foods and beverages purchased for student field trips should be healthy, nutritious and of good quality.

E. CAP Field Trip X-Time and Overtime (OT)

X-Time and OT for staff to fulfill ELOP requirements during field trips and events must be considered reasonable and necessary, at the discretion of the principal. With principal approval, CAP champions chaperoning field trips may access additional X-time.

The allocation of extra time (X-time) or overtime (OT) for Los Angeles Unified staff supervising trips on instructional days will be determined by the principal.

**RELATED
RESOURCES:**

[Expanded Learning Opportunities Program](#)
[California Arts Education Framework](#)
[CAP Artifacts Link Submission](#)
[Register a CAP Champion](#)
[CAP Champion Duties](#)
[CAP Plan Template](#)
[School Fiscal Services](#)
[CAP Abridged Plan Template](#)
[CAP Expenditure Form](#)
[BUL-953.1 Control of Site Equipment](#)
[Arts CAP Field Trip Resource](#)
[REF-2111.1 Field Trip Handbook](#)
[Cultural Arts Passport Request for Field Trip Meals](#)

ASSISTANCE:

For assistance or further information please contact Christopher Rodriguez, K-12 Arts Coordinator, chris.j.rodriguez@lausd.net, 213-241-8222

For questions regarding CAP or ELOP rules and guidelines, contact your Region STEAM Coordinators.

For questions regarding purchases, contact the fiscal specialist.

For questions regarding Fieldtrip, contact Risk Management at ifieldtrip@lausd.net.

For questions regarding events on campus, contact Facilities Use at riskfinance@lausd.net or 213-241-0329.

For questions regarding transportation, contact
transportation.division@lausd.net.

For questions for Nursing, contact Sosse Bedrossian,
sosse.bedrossian@lausd.net.

For SAA support, contact Organizational Excellence at 213-241-3440 or
email questions to oetraining@lausd.net.