

**TITLE:** Cultural Arts Passport Program Guidelines

**NUMBER:** MEM-156913

**ISSUER:** Frances Baez, PhD  
Chief Academic Officer  
Division of Instruction

Jantré Christian  
Administrator  
Arts Education Branch

**DATE:** August 12, 2024

**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 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 9- 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 9 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 is a new memorandum.

**GUIDELINES:** This memorandum applies to all District schools with the exception of independent charter schools. The following guidelines apply:

**I. Cultural Arts Passport (CAP) Overview**

- A. The CAP program supports student access to arts experiences during 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 one LAUSD secondary arts performance or exhibition
  - build community and increase joy, wellness, attendance, and social emotional resilience through CAP activities

B. CAP Allocation

Priority Schools will receive a minimum of \$95,000, and all other schools will receive an allocation based on ECAST projections as follows:

4-288 students	\$50,000
289-428 students	\$75,000
429-624 students	\$100,000
625-1100 students	\$150,000
1101+ students	\$175,000

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 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:

- 50% or more on field trips to local arts experiences that do not require an overnight stay. 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.)

- Up to 25% for professional service contracts - arts enrichment, performances, etc.
- Up to 25% 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 mandatory monthly 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 iFieldTrip by school personnel by January 31, 2025.
- A slide deck with a [collection of artifacts](#) must be updated monthly to track and showcase evidence of CAP expenditures.
- A CAP expenditure form must be completed for any instructional materials (IMA), general supplies, admissions tickets, and/or professional services contracts.
- Successful implementation of the CAP program by school-site CAP leads includes adhering to deadlines and spending 90-100% of CAP funds by Monday, June 23, 2025.

## II. Cultural Arts Passport (CAP) Champion

The CAP Champions 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 registered. If a school has not identified a CAP Champion, the point of contact for CAP information will default to the current principal. Schools with enrollment over 900 students may select two CAP Champions (based on ECAST).

Register the CAP Champion or point of contact here:

<https://bit.ly/CAPchamp2425>.

A. CAP Champion Duties

Duties include plan writing, event/trip coordination, program coordination, professional development, and attending required CAP meetings. Detailed duties of the CAP Champion can be found at [CAP Champion Duties](#). The CAP Champion is responsible for providing a link to their digital record of artifacts by September 20, 2024. 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 at mandatory monthly Arts Education Branch CAP Champion meetings, sharing information with staff about the CAP program and coordination with the School Administrative Assistant (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 Zoom meetings occur monthly. CAP Champions are required to attend monthly meetings that occur on Monday, August 19, 2024, Monday, September 16, 2024, Monday, October 14, 2024, Monday, November 18, 2024, Monday, December 9, 2024, Monday, January 13, 2025, Monday, February 10, 2025, Monday, March 10, 2025, Monday, April 7, 2025, Monday, May 5, 2025, and Monday, June 2, 2025. All meetings will take place from 3:45 p.m. to 5:45 p.m. If a CAP Champion cannot attend the CAP meeting monthly, they must send a school designee to receive the information provided.

D. CAP Champion Logs and Stipend

CAP Champions will be compensated for 15 hours of teacher X-time each month over a 12-month period. [The CAP Champion monthly log](#) shall be verified by the principal or designee, submitted to the school's SAA, and kept on file at the school site. More than 15 hours of planning time is subject to principal discretion. The X-time hours are intended for

preparing and facilitating professional development, organizing cultural arts experiences, chaperoning field trips and other arts-related after-school activities.

### 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 2024-2025 school year. Any funded items must directly support students in the arts and adhere to Expanded Learning Opportunities Program Guidelines.

CAP plans are uploaded to the School Plan for Student Achievement (SPSA) platform upon [approval](#) by the principal and Regional Director. All plans are due at the close of SPSA for release of funds in mid-July. 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<sup>th</sup> 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 under the principal 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 and after school

Funding allocated for CAP activities must directly benefit students, supplementing their arts education rather than replacing or supplanting existing resources and programs.

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. 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.

D. CAP Field Trips

Arts field trips and interdisciplinary standards-based instruction allow students to make connections, reinforce learning, 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 24-25](#). This resource outlines vetted sites that enhance arts experiences. Beginning October 2024, CAP field trips must be selected from a drop-down menu within the iFieldTrip platform. Please note amusement parks do not fall under CAP field trips. Overnight, out-of-state, or international trips are not permitted.

2. Approval Process to Add Additional Destinations to the Arts CAP Field Trip Resource

If a desired CAP field trip location is not included on the list, schools can complete the following process to get locations added to the pull-down menu in the iFieldTrip platform. Schools are to allow four weeks to get a field trip site approved.

- a. Complete the [CAP Field Trip Destination Approval Request](#) which includes the following prompts:
  - Provide a statement of the educational value of the field trip requested.
  - List the learning objectives.
  - List the relevant Visual and Performing Arts anchor standards.
  - Describe the pre- and post-learning activities that will reinforce student progress towards the listed objectives.
- b. Arts Education Branch staff will review the requests submitted and approve or reject the request based on alignment to the goals of the CAP program.
- c. The school will receive notification via email if the destination has been approved.

### 3. Field Trip Guidelines

Schools should adhere to District policy with regard to the field trips 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 companies](#) 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.

### 4. iFieldTrip Submission

All CAP field trips shall be entered into [iFieldTrip](#) by January 31, 2025. District field trip guidelines and policies must be followed.

### 5. 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 guidelines. \*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, beyond their allocated 15 hours of monthly planning, and is to be included in their CAP Champion log.

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.

**IV. Cultural Arts Passport (CAP) Student Badges**

Digital badges within Schoology are available for school sites to utilize. Students will have access to digital participation/performance badges within their student profile in Schoology. Each time a student participates in a cultural arts experience, they can be awarded a corresponding badge. Teachers and/or Cultural Arts Champions will digitally distribute badges upon completion of cultural arts experiences. [Cultural Arts Passport badges](#). Attachment A explains how to upload digital badges on Schoology, while Attachment B explains how to create a digital badge.

**RELATED  
RESOURCES:**

[Expanded Learning Opportunities Program](#)  
[California Arts Education Framework](#)  
[Submit CAP Artifacts](#)  
[Register a CAP Champion](#)  
[CAP Champion Duties](#)  
[CAP Champion Monthly Log](#)  
[CAP Plan Template](#)  
[CAP Plan Rubric](#)  
[CAP Abridged Plan Template](#)  
[CAP Expenditure Form](#)  
[Arts CAP Field Trip Resource](#)  
[CAP Field Trip Destination Approval Request](#)  
[REF-2111.1 Field Trip Handbook](#)  
[Approved Charter Bus Companies](#)  
[iFieldTrip](#)  
[CAP Request for Field Trip Meals](#)  
[Cultural Arts Passport Badges](#)

**ATTACHMENTS:** Attachment A - PLS Job Aid – Schoology LAUSD Badges App

Attachment B - PLS Job Aid – Schoology Create LAUSD Badges

**ASSISTANCE:** For assistance or further information, please contact Danielle Evers, K-12 Arts Coordinator, at [danielle.evers@lausd.net](mailto:danielle.evers@lausd.net) or (213) 241-8222.

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

For questions regarding purchases, contact your Fiscal Specialist.

For questions regarding iFieldTrip, contact Risk Management at [ifieldtrip@lausd.net](mailto:ifieldtrip@lausd.net).

For questions regarding events on campus, contact Facilities Use at [riskfinance@lausd.net](mailto:riskfinance@lausd.net) or (213) 241-0329.

For questions regarding transportation, contact [transportation.division@lausd.net](mailto:transportation.division@lausd.net).

For questions for Nursing, contact Sosse Bedrossian, [sosse.bedrossian@lausd.net](mailto:sosse.bedrossian@lausd.net).

For SAA support, contact Organizational Excellence at (213) 241-3440 or email questions to [oetraining@lausd.net](mailto:oetraining@lausd.net).

For questions regarding Schoology, contact [john.kwan@lausd.net](mailto:john.kwan@lausd.net).

## PLS Job Aid – Schoology LAUSD Badges App

### PURPOSE

Users with the Teacher, School Support and Principal roles can use the LAUSD Badges App to award badges to their students. Users with the Principal role can also use the app to award badges to teachers.

#### WHY MUST I DO THIS?

This is an optional app users with the Teacher, School Support and Principal roles in Schoology can use.

#### LOG IN

Log in to the LMS at <https://lms.lausd.net>, using your single sign-on (SSO).

#### MENU PATH

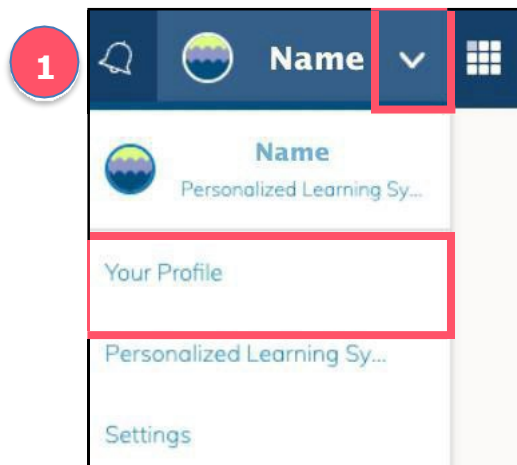
**Schoology Home Page > Account Dropdown > Profile**

#### REMINDERS

The LAUSD Badges App is only available to users with the Teacher, School Support and Principal roles in Schoology. Users with other roles – Staff (Classroom), Staff (Non-classroom) do not have access to the app. Users with the Student role are able to view badges awarded to them but are not able to use the app to award badges.

### PROCEDURE

**Step 1** Click the account dropdown next to your name and select **Your Profile**.

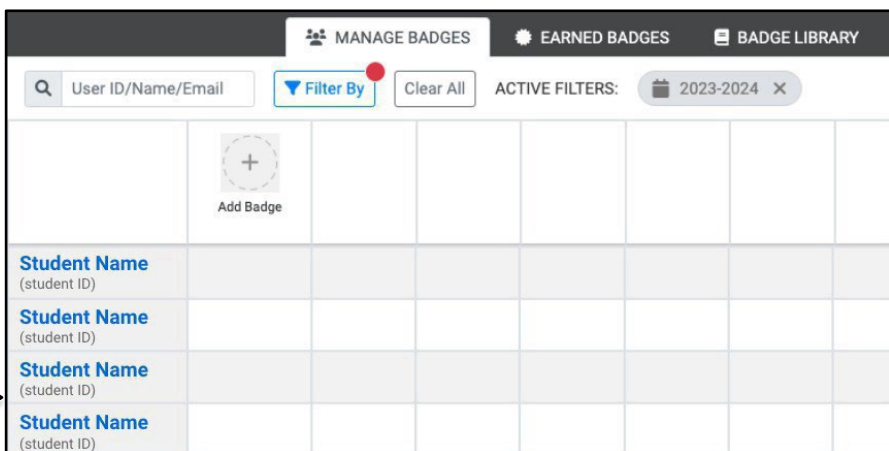


## PLS Job Aid – Schoology LAUSD Badges App

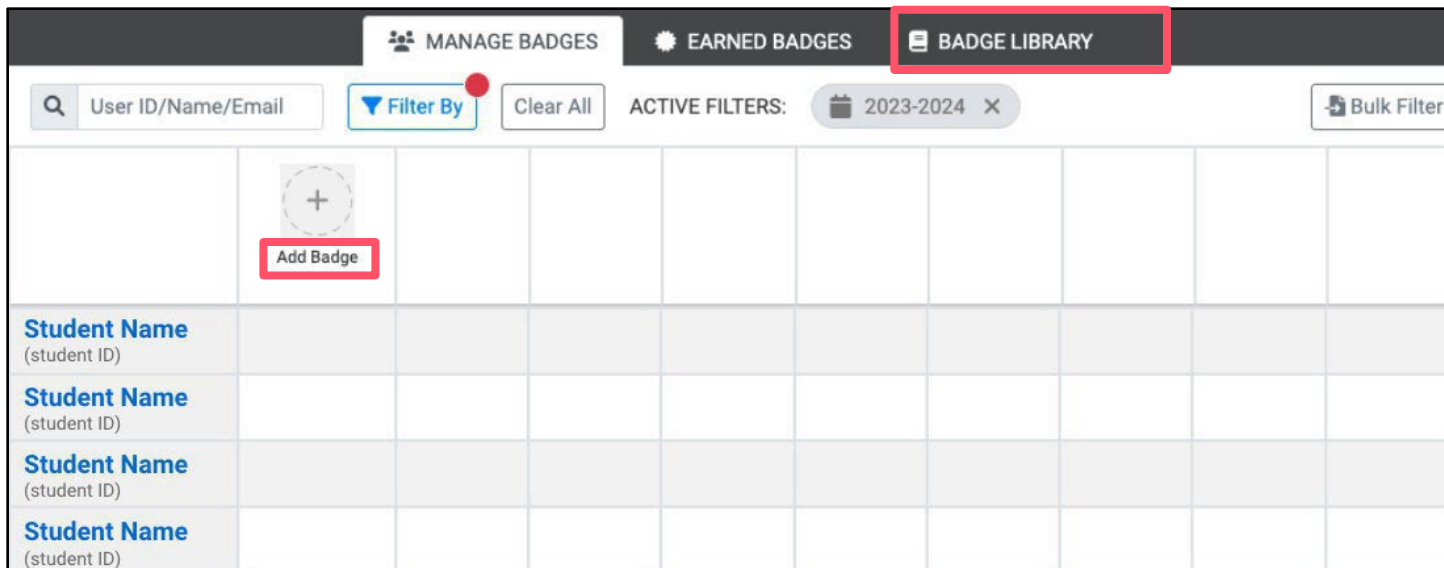
**Step 2** Click **LAUSD Badges** on the left navigation panel. The app has three tabs:



- **Manage Badges** (see Steps 5-7)
- **Earned Badges** displays badges awarded to you
- **Badge Library** (see Steps 3-4)



**Step 3** Click **BADGE LIBRARY** or **Add Badge**.



## PLS Job Aid – Schoology LAUSD Badges App

**Step 4** Click the checkboxes to select badges, click **Update Roster**, then click **OK** in the pop-up.

To learn how to **Create a New Badge**, see this [Job Aid](#).

The screenshot shows the 'BADGE LIBRARY' tab in the app. A search bar is at the top left. A table lists badges with columns for Title, Category, SubCategory, Type, and Action. Three badges are selected with checkboxes: 'Academy of Motion Pictures', 'BadgeTitle6', and 'BadgeTitle9'. A red box highlights these checkboxes. A red box also highlights the 'Update Roster' button at the top right. A pop-up dialog box is open, displaying the text: '...age at sgybadges-nonprod-qa3.azurewebsites.net says Adding New Badge(s) to the Assignment screen. Please confirm.' with 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red box.

**Step 5** The selected badges will populate across the top of the roster.

To award badges to individual students, click inside the cell. A green checkmark indicates the badge was awarded.

You can also search for students by ID, name or email.

To award badges to all students, click the dropdown next to the badge name. You can **Award All**, **Revoke All**, or **Delete** the badge from the roster.

Students will be able to view the awarded badges by following Steps 1 and 2 of this job aid.

The screenshot shows the 'EARNED BADGES' tab in the app. A search bar is at the top left. A table shows student names and awarded badges. A dropdown menu is open for 'BadgeTitle6', showing options: 'Award All', 'Revoke All', and 'Delete'. A green checkmark is visible in the cell for the first student. A red box highlights the dropdown menu and the green checkmark.

## PLS Job Aid – Schoology LAUSD Badges App

**Step 6 OPTIONAL** – From the **Manage Badges** tab, click to only display students/badges that meet certain criteria.

- **Category Filter** – filter badges by category:
  - Cultural Arts Passport
  - Academics
  - Participation
- **Subcategory Filter** – filter badges by subcategory:
  - Colleges and Universities
  - Museums and Cultural Centers
  - 100% Graduation
  - Proficiency for all
  - School program
- **Type Filter** – Classroom Badge

**NOTE:** The items under the following filters will differ based on teacher assignments. Users with the Teacher role will only see the school(s) they are associated with, the courses, sections and grade levels they teach. The only user type available for users with the Teacher role is 'Student'.

- School
- Course
- Section
- Grade Level
- User Type

**Step 7 OPTIONAL** – From the **Manage Badges** tab, click to use a CSV template to filter the roster for a large number of students.

Follow directions in the pop-up:

- Click and click **OK** in the pop-up.
- Save the file and populate Column A with the student ID numbers of students you wish to filter for.
- Click **Choose File** and click **OK** in the pop-up.
- Select the file you created, click **Open** and click **OK** in the pop-up.
- Only students included in the file will be displayed

## PLS Job Aid – Schoology Create LAUSD Badges

### PURPOSE

Users with the Teacher, School Support and Principal roles can use the LAUSD Badge app to create and award badges to their students. Users with the Principal role can also use the app to award badges to teachers.

### WHY MUST I DO THIS?

This is an optional feature in an optional app users with the Teacher, School Support and Principal roles in Schoology can use.

### LOG IN

Log in to the LMS at <https://lms.lausd.net>, using your single sign-on (SSO).

### MENU PATH

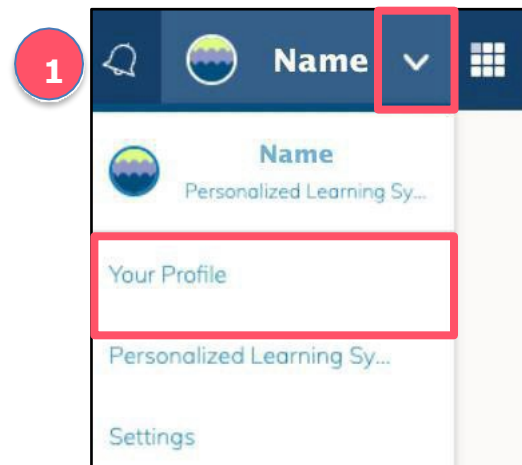
**Schoology Home Page > Account Dropdown > Profile**

### REMINDERS

The **LAUSD Badges App** is only available to users with the Teacher, School Support and Principal roles in Schoology. Users with other roles – Staff (Classroom), Staff (Non-classroom) do not have access to the app. Users with the Student role are able to view badges awarded to them but are not able to use the app to award badges.

### PROCEDURE

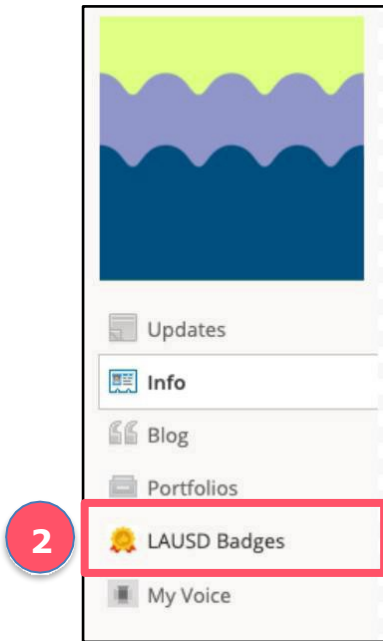
**Step 1** Click the account dropdown next to your name and select **Your Profile**.





## PLS Job Aid – Schoology Create LAUSD Badges





**Step 2** Click **LAUSD Badges** on the left navigation panel.



**Step 3** Click **BADGE LIBRARY** then click **+Create New Badge**.

MANAGE BADGES   EARNED BADGES   **BADGE LIBRARY**

Enter text to search badges   **3**   **+ Create New Badge**   Update Roster

<input type="checkbox"/>	Title	Category	SubCategory	Type	Action
<input type="checkbox"/>	 <b>Academy of Motion Pictures</b> Awarded to students for visiting the Academy of Motion Pictures - an honorary organization with the stated goal of advancing the arts and sciences of motion.	Cultural Arts Passport	Museums & Cultural Centers	Classroom Badge	
<input checked="" type="checkbox"/>	 <b>BadgeTitle6</b> BadgeTitle6Message.	Cultural Arts Passport	Colleges & Universities	Classroom Badge	
<input checked="" type="checkbox"/>	 <b>BadgeTitle8</b> BadgeTitle8Message.	Cultural Arts Passport	Museums & Cultural Centers	Classroom Badge	
<input checked="" type="checkbox"/>	 <b>BadgeTitle9</b> BadgeTitle8Message.	Academics	100% Graduation	Classroom Badge	



## PLS Job Aid – Schoology Create LAUSD Badges

**Step 4** Type the **Title** and **Description**. Select a **Category**, **SubCategory** and **Type** from the following options:

Category: **Academics**

- 100% Graduation
- Proficiency for All

Category: **Cultural Arts Passport**

- Colleges & Universities
- Film Studios
- Museums & Cultural Centers
- Outdoor Activities
- Performance Venues
- Professional Athletic Facilities

Category: **Participation**

- 100% Attendance
- Civic Engagement
- Proficiency for All
- School Program

NOTE: The only **Type** available is **My Badge**.

**4**

**Create New Badge**

Title \*  
[Title]

Description \*  
[Description]

Category \*  
[Select Category]

SubCategory \*  
[Select SubCategory]

Type \*  
[My Badge]

Image \*  
[Browse]

Attach File. Max. 5MB/file  
Auto resize to 115 x 115  
Only JPEG and PNG allowed.

IsActive

Submit

**Badge Preview**

Title appears here  
Message appears here

**Step 5** Use the **Browse** button to select a previously saved or created image from your device. Use the **Badge Preview** to make sure everything is correct. You may uncheck the **IsActive** box. Unchecking this box will hide the badge from students who may have previously been awarded. Checking again after editing will make it visible again.

**Step 6** Click **Submit**, then click **OK** in the pop-up.

**5**

**6**

**Create New Badge**

Title \*  
Positive Outlook

Description \*  
Thank you for keeping a growth mindset and being positive.

Category \*  
[Participation]

SubCategory \*  
[School Program]

Type \*  
[My Badge]

Image \*  
[emoji-yes.gif] [Browse]

Attach File. Max. 5MB/file  
Auto resize to 115 x 115  
Only JPEG and PNG allowed.

IsActive

Submit

**Badge Preview**

Positive Outlook  
Thank you for keeping a growth mindset and being positive.

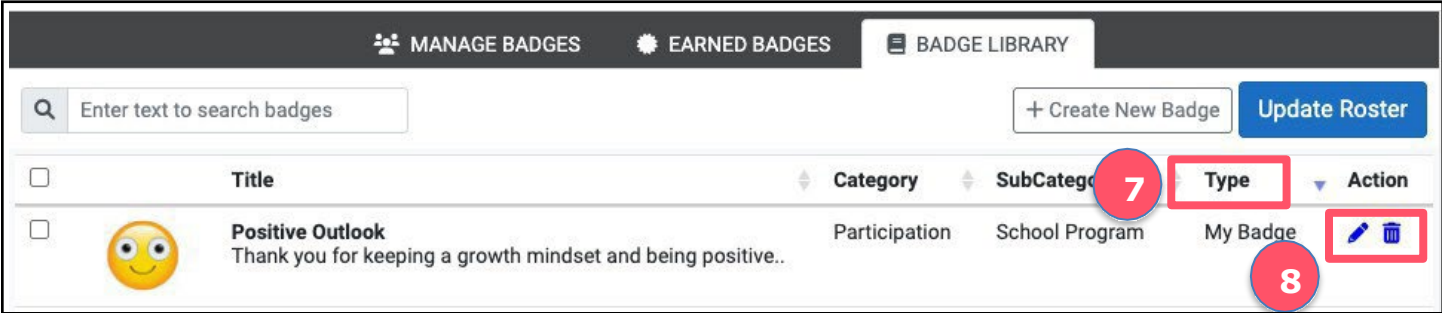
...age at sgybadges-nonprod-qa3.azurewebsites.net says  
Badge created successfully

OK



### PLS Job Aid – Schoology Create LAUSD Badges

**Step 7** Click **Type** two times to see your badges at the top of the **Badge Library**.



**Step 8 OPTIONAL** – Use the **Pencil** icon to edit or the **Trash Can** icon to delete the badge.

NOTE: The icons are only available for badges you created.