



Annual Process for Approval of CSSP

- The Risk Department provides the CSSP template to school sites in **September** with instructions and timeline for approval process.
 - Questions and requests for additional information are addressed upon receipt.
 - Site specific training is provided upon request.
- School Site Councils will approve plans by **Nov 20, 2026**
 - SSC representatives will provide signatures with date, as well as the date the SSC approved the CSSP using this signature cover page.
- School Site Principals will submit complete and approved CSSP plans to the Risk Department by **Nov 20, 2026**
 - Risk Department verifies plans and works with the site to ensure completion
 - Risk Department takes plans to Hayward Police Department for review and approval by **January 29, 2027**
 - District Safety Committee will discuss status of CSSPs at every meeting to ensure compliance and follow up by the school site representative
 - The Risk Department will notify the Assistant Superintendent of Education Services and School Lead Supervisors of the school sites at risk of not meeting the **March 1, 2027 requirement by January 22, 2027.**
- Payroll, Benefits and Risk Director will prepare the Board item with all CSSPs for the **February 24, 2027** Board meeting
- Board will approve CSSPs on the Consent agenda at **second Board meeting in February**
- The Risk Department will notify California Department of Education (CDE) of any schools that have not met the requirements (**March 1st deadline**) by **October 15th, 2027.**