

# Metal Detectors Implementation Committee

## Meeting Notes

**Date:** January 7, 2025

**Time:** 4:00 PM

**Location:** Virtual

### Attendance

Travis Marshall, Nick Caputo, Christian DePaul, Timothy Beatty, Dani Rule, Michele Goff, Nora Herndon, Austin Journey, and Shevon Weston.

### Meeting Goal

The focus of this meeting was to build a comprehensive communication strategy and staff training plan to support a transparent implementation, while finalizing operational recommendations based on previous committee input.

### Finalized Operational Recommendations

Mr. Caputo presented the formal recommendations for student arrival and the screening process:

#### Arrival Logistics:

- **Student Drivers/Car Riders:** Will enter through designated doors upon arrival. If arrival coincides with bus drop-offs, they will merge into the established line.
- **Bus Riders:** To manage traffic congestion, students may be required to wait briefly on their buses before disembarking. Factors affecting this include weather, staffing levels, and current student volume at entry points.

#### The Walk-Through Process:

- **Laptops:** Students must remove computers from bags and place them on "gravity conveyors" (tables) before passing through the detector.
- **Backpacks:** To minimize false triggers, students will be instructed to alternate the orientation of 3-ring binders within their backpacks.
- **Athletic Gear:** Large items such as baseball bats and cleats should be left at school or stored in designated areas rather than brought through the daily screening.

## Communication Strategy

The committee discussed the necessity of a multi-tiered approach to ensure transparency and maintain a welcoming school climate:

- **Target Audiences:** Specific messaging for parents, students, and faculty.
- **Formats:** Parent letters, FAQ documents, student-facing videos, and school assemblies.
- **Key Themes:** Emphasizing safety, dignity, and transparency.
- **Guiding Principles:** Providing clear visuals of the process to families so they know exactly what to expect without being overwhelmed by technical details.

## Staff Training & Special Considerations

- **Scope:** Training will be provided to administrators, SROs, security personnel, front office staff, and teachers.
- **Hands-on Practice:** Staff will participate in detector troubleshooting and practice sessions.
- Specific protocols are being developed for:
  - Students with wheelchairs or medical equipment.
  - Students with special needs who may be sensitive to beeping noises or changes in routine/scheduling.

## Updated Dates & Timeline

- **January 14, 2026:** Committee Walk-through at E.C. Glass.
- **January 15, 2026:** Hands-on training for E.C. Glass and Heritage staff.
- **January 26, 2026:** Deadline for staff to complete online training.
- **January 29, 2026:** On-site training and final review at E.C. Glass.
- **February 2, 2026:** Day 1 of implementation.

**Next Steps:** The committee will meet on-site at E.C. Glass on January 14 to visualize the flow and equipment placement discussed in today's session.