



**Susan Johnson**  
Superintendent

**Meghan Karr**  
Asst. Superintendent

**Shawn Brown**  
Asst. Superintendent

**Rich Stilley**  
Business Manager

**Date:** August 24, 2022

**To:** Parents/Guardians

**From:** Rich Stilley, Business Manager

A handwritten signature in black ink, appearing to read "Rich Stilley".

**RE:** Hannibal Public School Building Entry Format

As the 2022-2023 school year rapidly approaches, I want to reiterate to all of our District stakeholders that the safety of all students, faculty and staff is of utmost priority for the Hannibal Public Schools. To that end, a standard line of questions will be asked of all visitors to any of the Hannibal Public Schools buildings.

These questions have been developed with the cooperation of local law enforcement to increase the safety of our building's students and staff. The questions are brief and must be answered before entry into a building will be allowed. When requesting entry to a building, please be prepared to state your full name, your student's full name, grade and the purpose of your visit.

These questions will be asked of you each and every time that you visit, even if we recognize you. In some rare or random cases, you may be requested to show identification to enter a building. In addition to the above, each individual building Director and/or Principal may incorporate additional safety and security procedures tailored to meet the specific needs of their building.

The Administrative Team and the Board of Education appreciate your patience for this small inconvenience that will result in increased safety for our buildings and your students. Thank you for your time and consideration with this matter.

A decorative graphic at the bottom of the page consisting of a thick red wavy line above a black wavy line.

4650 McMasters Ave,  
Hannibal, MO 63401  
(573) 221-1258  
[www.hannibal.k12.mo.us](http://www.hannibal.k12.mo.us)