

**To whom it may concern:**

**Your student has signed up for a field trip to Warren County Jail scheduled for Thursday, . Students should plan on staying at UJH after school. We will depart from UJH at approximately 3:35 en route to Warren County Jail by way of an activity bus driven by Mr. Westart. We will be back to UJH by 4:50. Students may ride the shuttle bus back to North or South campus. West campus students will need to arrange their own transportation to be picked up at UJH at 5:00.**

**Please alert me as soon as possible if your student will not be able to join us.**

**If you have any further questions, please contact Mr. Westart at [ryan.westart@u304.org](mailto:ryan.westart@u304.org) or at 309-734-8511 (school) or 309-678-0787 (cell).**

**Thank you!**

**RW**

**Expectations:**

- **Walk at all times both inside and outside of the facility.**
- **Use your appropriate volume at all times.**
- **Do not enter any areas or rooms without permission - specifically - do not enter the Sheriff's office.**
- **Please respond appropriately to requests to lower volume, calm down, and/or stay seated.**

**You may take pictures with your phone once we have entered the jail cell area.**