



Union Grove Middle School



101 E. Iowa Dr. Harker Heights, TX 76548
(254) 336-6580

Grizzly Parents and Guardians,

Welcome to another great year at Union Grove! This letter is to inform you about drop off and dismissal procedures at UGMS. These procedures have been implemented to ensure the safety of all students while also accommodating our parents and other stakeholders during these busy times of the day.

Entry into our front parking lot is located on the west side of campus on Modoc Drive. The campus has a parking lot on this entrance to the left as well as a drop off lane. While picking up or dropping your student off, please be mindful of the flow of traffic as well as the fire lane. Vehicles are not permitted to stop in either the middle or left lane to pick up or drop off students as this blocks the fire lane as well as prevents through traffic from passing. Parents may not use the north entrance on Iowa Drive which goes past the campus gymnasium as this is our bus loop. For the safety of our bus riders and drivers we ask that you please use the main entrance located on Modoc Drive.

Our front doors open at 7:30 am and the school day begins at 8:00 am. In the morning, students may enter from the front of the building or from the exterior door of their academic wing. All students must have an ID card on before entering the building each day. If a student does not, they will need to enter from the front of the building so they can get a temporary ID card. Additionally, all visitors must always enter through the front office. Union Grove is a 100% ID check campus for all visitors, no exceptions. Please ensure you have your ID card on you when coming to Union Grove.

Our school day ends at 3:30 pm. At dismissal, students may leave through the front doors or from the academic wings. Some parents elect to park on Modoc Drive or on Iowa Drive and have their student walk to their vehicle to lessen traffic burdens. Please communicate your plan with your student to ensure they can quickly and safely make their way to your designated pick up location. All students are required to be at tutoring, out of the building, or at Boys and Girls Club by 3:35 pm. To ensure safety, students may not wait out front after 3:50 pm.

If you have any questions or concerns about these procedures, please contact the front office at (254) 336-6580. Thank you all for your patience and understanding, especially at the start of the school year as traffic and wait times may be a little longer.

Sincerely,

Dr. Paula Lawrason

Principal

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