

To: Career Tech Center Students
From: Todd Conrad, Associate Principal
Subject: May Career Tech Center Schedule
Date: August 25, 2025
CC: Principal, Assistant Principal, Transportation, Attendance, CTC, LMC

Below you will find information about Muskegon Area Career Tech Center(CTC) and the link to the CTC calendar for MSHS. You will receive a monthly schedule as a reminder of CTC days off and delayed start days at MSHS.

[MSHS CTC calendar](#)

- All Muskegon Area Career Tech Center classes run from 8:05 am – 10:25 am.
- Bus #62 will pick-up for the Career Tech Center at 7:30 at the front entrance.
- Bus #64 pick-up for Nuvo is 7:35 am. at the front entrance.
- If you plan to drive rather than take school transportation, please park in the East Parking lot at the Career Tech Center. Nuvo College of Cosmetology has a South parking lot in the rear of the building on the lower level.
- Bus #62 will depart from the Construction site at 10:15 and CTC at 10:25, return to the high school at approximately 10:50 am.
- Students are expected to be in their third hour class by 11:01 am. Please do not loiter the hallways but move directly to your third hour class.
- On late start Wednesdays, you will be expected to attend morning CTC and be in your third hour class at 12:07 pm. This additional time may be spent in the cafeteria or you may request a pass to the LMC. Please do not loiter in the hallways. Bus riders must get themselves to the high school by 7:30 am for the CTC bus on late start Wednesdays.
- **This schedule will require you to eat lunch on the bus or from 10:50-11:00 each day.** You will be able to go to the cafeteria and purchase lunch upon your return to the high school, but you will only have 10 minutes to eat. The cafeteria stops serving each day at 10:55 am. If you would rather pick up a lunch in the morning, please let the kitchen staff know a day in advance that you would like a sack lunch provided. You may then stop in the kitchen area and pick up your lunch between 7:15 – 7:25 am each day. Lunch will be free of charge for all students again this school year.
- MSHS grades for each term (T) will be calculated based on marking period (MP) grades at CTC. T1- MP1&2, T2-MP3&4, T3-MP5&6

Attendance at CTC classes is mandatory. If you do not attend a class, parents must excuse your absence by calling MSHS at 231-780-4711 and the CTC at 231-767-3619. Failure to attend without being excused will result in a truancy.



September 2025

Labor Day - No Classes August 29 & September 1
Late Start MSHS September 10
Late Start MSHS..... September 24

Class Hours:
8:05 a.m.—10:25 a.m.

Wednesday Late Start:

*On late start Wednesdays, students will be expected to be in their third hour class by 12:07 pm. This additional time may be spent in the cafeteria or you may request a pass to the LMC.

Tuesday & Thursday WIN:

CTC students will need to be in their 3rd hour on Tuesday and Thursday by 11:28, giving them an additional 27 minutes to work in the LMC or to utilize the Test Center for retakes/makeups.