

To: Career Tech Center Students
From: Todd Conrad, Associate Principal
Subject: September Career Tech Center Schedule
Date: August 16, 2024
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](#)

- **MSHS students will start at CTC on August 29.**
- All Muskegon Area Career Tech Center classes run from 8:05 am – 10:25 am.
- Bus #48 will pick-up for the Career Tech Center at 7:30 at the front entrance.
- Bus #60 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 #48 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.
- **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.



Muskegon Area Career Tech Center

2024-2025 CTC Calendar

Student Orientation (4-7 p.m.)	August 20
First Day of Classes for CTC.....	August 26
First Day for MSHS CTC Students-Classes Begin.....	August 29
Labor Day-No Classes.....	August 30 & September 2
End of 1st Marking Period (CTC).....	October 11
CTC Fall Break.....	October 14 & 15
MSHS Fall Break.....	October 14-18
CTC Conferences (4-7 p.m.)	November 4 & 5
End of 2nd Marking Period	November 22
CTC Closed-No Classes.....	November 27
Thanksgiving Holiday-No Classes.....	November 28-29
Christmas Break-No Classes.....	December 23- January 3
End of 3rd Marking Period/End of 1st Semester.....	January 17
Martin Luther King Day-No Classes.....	January 20
CTC PD Day- Closed- No Classes.....	January 27-28
Connect with Tech Night (4-7 p.m.).....	February 13
CTC/MSHS Mid-Winter Break-No Classes.....	February 17-21
End of 4th Marking Period.....	March 7
CTC Closed- No Classes.....	April 4
Spring Break-No Classes.....	April 7-11
MSHS SAT Day.....	April 22
End of 5th Marking Period.....	April 25
Memorial Day-No Classes.....	May 26
End of 6th Marking Period/End of 2nd Semester.....	June 10
Last Day for Students-Classes End	June 10
MSHS Last Day.....	June 13

Class Hours:
8:05 a.m.—10:25 a.m.