

2017 – 2018 CIPHS Student Metro Card Processes & Procedures

- During the 2017-2018 Academic Year, CIPHS students will be issued a metro card each semester.
- Metro Cards work between 5:00am and 7:00pm each day.
- Students who live within a mile of school will receive a half-fare metro card, students who live more than a mile away will receive a full-fare metro card. Full-fare metro cards allow transfers, Half-Fares do not.
- Students who lose their metro cards must immediately report it to the main office so that it may be deactivated.
 - The first time a student loses their metro card, they will have to wait at least a week for a replacement.
 - The second time a student loses their metro card, they must fill out the proper form and hand it in to the main office. They will receive a replacement at least a week after handing the form in.
 - The third time a student loses their metro card, they must fill out another form, have their parent sign it and hand it in to the main office. They will have to wait at least two weeks before receiving a replacement.
- Student metro cards **do not** work on weekends.
- It is **illegal** for students to use a metro card that is registered to another student. **DO NOT SHARE YOUR METRO CARD.**
- Students who are participating in school events that require transportation to and from a venue will receive some form of transportation from the school.
 - Single/Double ride metro cards may be available if students need to attend events on an individual basis.
 - Chaperones will be given student group transportation certificates for events that require sports teams and/ or classes to use public transportation.
- If your student has any medical or legal condition that requires them to have a modified metro card, please contact the main office as soon as possible.
- If you have any questions or concerns, please call Mr. Hammoudi at 718-676-1063