

North Queens Community High School

## Ladder of Referral for Electronic Devices

Level 1	Ask student to turn off cell phone and put it (including headphones) away
Level 2	Contact Advocate Counselor as soon as possible and ask advocate counselor to have student turn off and put cell phone (including headphones) away (parent/guardian notified).
Level 3	Meeting scheduled between student, advocate counselor, and teacher (parent notified).
Level 4	Meeting with student, advocate counselor, and administrator (parent notified).
Level 5	Meeting with student, advocate counselor, and parent.
Level 6	Suspension for 2 – 3 days.