

## **NOTICE TO EMPLOYEES AND STUDENTS**

### **DRUG-FREE SCHOOLS AND WORKPLACE**

The Department of Education regulations require all schools to maintain drug-free schools and workplaces by implementing and enforcing firm drug prevention programs. As a result, the following materials are provided to you in order to meet these regulations:

1. Standards of Conduct and Disciplinary Actions
2. Description of Federal and State Legal Sanctions
3. Description of Health Risks – Effects of Alcohol
4. Local Counseling, Treatment, and Rehabilitation Programs

All of this information can be obtained by logging onto [www.kc-hagerstown.com](http://www.kc-hagerstown.com) and clicking on the appropriate link provided. If at any time you have any questions concerning these materials, please contact the President/Executive Director.

#### **PLACE OF PERFORMANCE:**

Kaplan College – Hagerstown  
18618 Crestwood Drive  
Hagerstown, MD 21742  
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