Western Michigan University is committed to maintaining a safe and secure environment for all while it undertakes the primary mission of educating students. First and foremost, WMU, its resources and facilities (classrooms, offices, public areas, libraries, grounds, educational technology and methods) must be conducive to the learning and safety of all students. Special and particular attention must be directed toward the minors on our campus who are enrolled in the Academically Talented Youth Program (ATYP). The following policies and procedures have been instituted to ensure our students’ safety at all times:

**Severe Weather Situations**

- In case of inclement weather, ATYP’s Kalamazoo campus will close when the Kalamazoo Public Schools close (and/or when WMU’s campus is closed due to weather). The Battle Creek Campus will close when Battle Creek Public Schools close, or if the Kendall Center closes. ATYP school closing information is available on WWMT.com and will be posted on Facebook. Occasionally, weather on campus differs from outlying areas; therefore, families should use their best judgment about the decision to travel.
- In case of a Tornado Watch, classes will be held as scheduled. Parents should use their own discretion in case of severe weather in their location. If there is a Tornado Warning at the start of/end of class time, parents and students should stay in place until the danger has passed.

**Safety**

- (First/Second Year Students) Instructors will be on site at Sangren Hall/Kendall Center by 1:00 p.m., and an instructor (or building supervisor) will be on site until the last student has been picked up. Students should not be dropped off before 1:00 p.m., and every attempt should be made to pick students up by 4:00 p.m. Kalamazoo: If a student has not been picked up by 4:15 p.m., the instructor on duty will bring that student to the ATYP office so he/she can contact a parent. Battle Creek: A building supervisor is available until 5 p.m. at the Kendall Center.
- (AP Students/ATYP IV) Students taking these classes meet at alternate times and places. The teacher or ATYP director will give these students information on drop off and pick up locations.
- If an emergency arises and the parent must drop off the student early, then WMU staff should be notified. If parents need to make other arrangements for their children, ATYP staff should be notified in writing or by email by filling out the Pick Up/Drop Off form.
- The WMU Board of Trustees has adopted the “Policy on Duty to Report Criminal Acts”. (See [http://www.wmich.edu/policies/criminal-acts.html](http://www.wmich.edu/policies/criminal-acts.html)) If any member of the University in good faith perceives or observes abuse and/or neglect of a minor or believes a minor to be in jeopardy of abuse, he or she is to immediately call WMU’s Department of Public Safety at (269) 387-5555 and/or proceed as otherwise provided for in that policy. If a student feels in need of assistance for a minor issue or medical problem, he/she should
contact the ATYP office at (269) 387-3553. In case of an emergency, dial 911. These calls are answered by the campus police department when made from a Kalamazoo campus phone.

- In accordance with the Western Michigan University policy of requiring background checks based on job duties, ATYP personnel involved in education, supervision, and/or care of a minor will be subject to background checks where appropriate.
- In the case of an emergency on campus, the Western Michigan University community is notified through a text/call alert system. ATYP students and their parents can sign up for these alerts by going to the student’s GoWMU login and clicking on the WMU Alert Registration button.
- In an emergency situation, if a parent should need to contact a student, please call the ATYP office at (269) 387-3553. The office will make sure that the student receives the message.
- For more information on WMU’s campus safety policies, parents are invited to visit the website of the Emergency Management & Environmental Safety Department at www.obf.wmich.edu/safety.

**Misconduct**

- Students are expected to adhere to the code of conduct signed by each student. Cases of misconduct will be reported to the ATYP office, and each case will be treated on an individual basis. Serious infractions, or repeated minor infractions, may result in a student being dismissed from the program.
- Students are expected to show respect to instructors, other students, and university staff. Disrupting the class or behaving in a manner that prevents classmates from learning will not be tolerated.
- Outside the classroom, students should use indoor voices and avoid horseplay. Campus buildings and facilities should not be mistreated.
- Students should not disturb the staff in any of the offices in Sangren Hall or the Kendall Center except in the case of an emergency. Needing a pen or other office supplies does not constitute an emergency. The people who work in these offices are not ATYP staff and have no connection to the program.
- If an ATYP student feels uncomfortable for any reason, either in or out of the classroom, please contact the ATYP office as soon as possible so that the situation can be addressed.

**Contact Information**

Academically Talented Youth Program  
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