

TAME Accommodations Policy

The Texas Alliance for Minorities in Engineering (TAME) is committed to providing accessible activities and events. To do so, we understand that we may need to make adjustments to our STEM Competitions, our contests, or other TAME activities to meet the needs of our students. We have developed the following guidelines to make sure that accommodations are made available on a fair, consistent basis using a transparent process.

1. TAME will make reasonable, necessary accommodations as long as they will not fundamentally change a contest or competition.
2. Examples of reasonable accommodations include, but are not limited to:
 - a. Physical accommodations: A student who uses a screen reader requests that they be able to access the Engineering Design Challenge electronically so that they can use the device.
 - b. Academic or educational accommodations: A student who needs a quiet testing environment wears noise canceling headphones to help them focus and requests to be allowed to wear them at a STEM Competition.
 - c. Language accommodations: A student who is allowed to use a translation dictionary during their classes requests to be allowed to use it during the State STEM Competition.
 - d. Additional adult support: A student who works with an Educational Support Aide in their classes requests that the aide be allowed to attend a TAME event with them in the same capacity.
 - e. Religious accommodations: A student needs quiet time to perform daily prayers, and requests to be allowed to step away from the TAME activity to complete them. *An accommodation request is not necessary for religious dietary requirements already listed in the Student Registration.*
3. Some accommodations may not be possible due to expense, resources, space, or time constraints. For example, there might not be a separate private testing room available, and it may not be possible to extend timed activities due to the day's schedule. TAME can't provide additional volunteers to act as interpreters or other support.
4. Requests for accommodations must be made to the TAME State Office 30 days in advance of the date they are being requested for (for example, if the event is February 10, accommodation requests for it need to be submitted no later than January 11). We will do our best to process requests made less than 30 days before an event but cannot guarantee accommodations on short notice.
5. TAME will provide a request form, in both printable and electronic format. This form must be completed for an accommodation to be considered; requests can't be made by email or telephone.
6. The form requesting the accommodation must be completed by a student's Club Sponsor or Co-Sponsor; a student or parent may not make the request.
7. The Club Sponsor or Co-Sponsor should review any supporting documentation (such as a 504 plan) and confirm to the TAME State Office that it applies to the accommodation. Students **should not** send their supporting documentation directly to the TAME State Office. The review can also be completed by a principal, an administrator, or another educational professional.

8. If an accommodation is approved for one event during the school year, that approval will apply to all TAME events that year (for example, an accommodation approved for a Divisional STEM Competition would also be approved for that year's State STEM Competition).
9. TAME may support the expenses of some accommodations, such as providing large-print tests, but students will be responsible for any special equipment needed, such as a screen reader.
10. Approval for a requested accommodation will contain a confirmation of the required accommodation, an explanation of what support or supplies TAME will provide, and an explanation of what equipment a student is responsible for providing. It will **not** contain a description of the reason for the accommodation, to protect student privacy. It will be sent via email from the State Office to:
 - a. The Club Sponsor and any Co-Sponsors
 - b. The email on file for the student
 - c. The email on file for the parent or guardian
 - d. The Competition Coordinator
11. If an accommodation request can't be approved as it is written, an explanation for the denial, along with any suggestions for compromise or modification, will be emailed from the State Office to the following:
 - a. The Club Sponsor or Co-Sponsor who submitted the request
 - b. The email on file for the student
 - c. The email on file for the parent or guardian
12. If a request is denied the student, parent, or Club Sponsor/Co-Sponsor can appeal the denial by return email to the TAME State Office up to two weeks before the event, and provide additional information or context to support the appeal.