

## **460.1 - RETENTION AND DISPOSAL OF AWARDS**

### Purpose of Policy

The purpose of this policy is to identify the length of time District-recognized high school extra-curricular and academic program awards are retained. Due to a limited amount of space and a competing desire to recognize the accomplishments of our students the following timelines have been established.

### **HIGH SCHOOL**

#### Team Awards

All awards earned by a board-recognized high school extracurricular or academic program will be retained on display for seven years. Conference, Regional, and Sectional awards will be retained for 50 years. State championship and runner-up awards will be retained permanently.

All conference and state tournament awards will be noted publicly on a common plaque or digital display. Common awards plaques will be retained for 50 years from the date of the last award noted.

#### Individual Awards

Individual awards will be retained for seven years after the student's tenure at the high school. After seven years, individual state honors will be noted publicly on a common plaque to be retained permanently in the school.

#### Awards for Coaches

Conference awards will be retained for 50 years and will be noted publicly on a common plaque. State level awards will be retained permanently.

#### Retention and Disposal of Awards

When space limitations occur, the athletic director, in conjunction with the principal and head coach or activity sponsor, may remove trophies or awards using the following guidelines:

1. Maintain State Champion and/or State Runner-Up trophies and/or plaques.
2. Take out the oldest awards first in one year increments.
3. When individual photos are removed, efforts will be made to give the photo to the individual or the family of the individual.
4. If All-State or individual State Champion framed photos are removed, the student's name, position/event, and year of honor should be displayed in a designated location.

5. Trophies or plaques removed from display cases due to space limitations will be auctioned off, donated to a member of the winning team, or disposed of.
6. Individual and coaching awards will be given to the individual or coach.

### **MIDDLE SCHOOL**

Middle school awards, including donated youth program awards, will be retained until the members of the team or individual graduates high school. At that time, the award will be auctioned off, donated to a member of the winning team, given to the individual, or disposed of.

**Approved:** January 11, 2023