



SCHOOL DISTRICT OF BELLEVILLE

Belleville, Wisconsin 53508 | 608.835.6120 | www.belleville.k12.wi.us

Pursuant to Wisconsin State Law ([Wis. Stat. § 118.07\(6\)\(b\)](#)), the School District of Belleville provides this annual notice regarding public rights to access records containing information about school employee discipline under Wisconsin's Public Records Law (Subchapter II of Chapter 19 of the Wisconsin Statutes).

- **Right to Inspect:** Parents, guardians, and community members have the right to request, inspect, and receive copies of finalized disciplinary records and official actions taken regarding school district employees.
- **Privacy Protections & Redactions:** To protect student confidentiality and general safety, the District balances the public's right to information against privacy rights. The District will redact student data protected by FERPA, private staff information (such as home addresses or medical data), and records relating to active, ongoing investigations.
- **Employee Notification:** Under Wis. Stat. § 19.356, the District must notify a current or former employee before releasing certain disciplinary records. The employee has a statutory period to challenge the release in court, which may delay the final production of documents.
- **How to Submit a Request:** Written public records requests must describe the specific records sought with reasonable clarity. Please submit requests directly to the District's designated records custodian:
 - Records Custodian: Jim Schmitt, District Administrator
 - Mailing Address: School District of Belleville, 625 W Church St, Belleville, WI 53508
 - Email Contact: schmittj@belleville.k12.wi.us

Standard fees allowed by law for the actual, necessary, and direct cost of locating and copying records may apply per the notice on Public Records (8310).