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**Rules of**  
**Department of Elementary and**  
**Secondary Education**  
**Division 10—Commissioner of Education**  
**Chapter 1—Organization of the Department**

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**Title 5—DEPARTMENT OF  
ELEMENTARY AND  
SECONDARY EDUCATION**

**Division 10—Commissioner of Education  
Chapter 1—Organization of the  
Department**

*\*Original authority: 161.092, RSMo 1963, amended  
1973, 2002, 2003, 2013.*

**5 CSR 10-1.010 General Department  
Organization**

*PURPOSE: This rule describes the organization of the Department of Elementary and Secondary Education, as well as the general courses, methods and procedures where the public may obtain information and make submissions or requests.*

(1) The Department of Elementary and Secondary Education (department) is organized under the State Board of Education (board) and serves in an administrative, supervisory, and leadership role as provided by the constitution, statute, and board policy.

(A) Responsibility for policymaking and general oversight of public education rests with the board. The board consists of eight (8) persons who are appointed by the governor for eight (8)-year terms.

(B) The chief administrative officer of the board is the commissioner of education, who is appointed and serves at the pleasure of the board.

(2) As a public agency, the department is open to requests, submissions, and inquiries from the public. Regular office hours are maintained from 8:00 a.m. to 4:30 p.m. Monday through Friday. The following general procedures are established to assist any person or group seeking information or making requests:

(A) Matters concerning a program, policy, or procedure administered by the department should be addressed to 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480. Telephone inquiries may be directed to the central department number, (573) 751-4212;

(B) Questions concerning local school districts in most cases should be directed to the district itself or to the area supervisor; and

(C) Meetings of the board are usually held monthly and are open to the public. The date, time, and place of these meetings are publicized.

*AUTHORITY: section 161.092, RSMo Supp. 2013.\* Original rule filed May 28, 1976, effective Oct. 1, 1976. Amended: Filed July 11, 1977, effective Oct. 15, 1977. Amended: Filed Aug. 27, 2013, effective March 30, 2014.*