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

Title .................................................. Page
5 CSR 10-1.010 General Department Organization ........................................3
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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.