



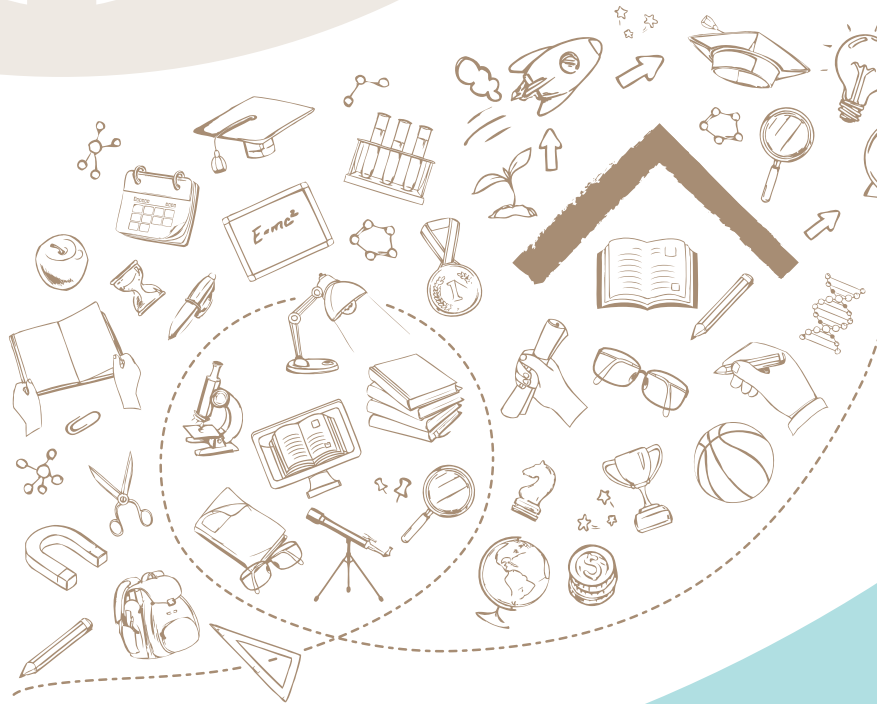
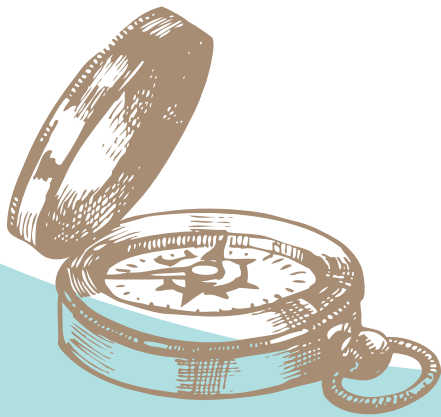




2022

# Seoul Global High School School Yearly Plan

Our Hearts in Korea, Our Eyes to the World



서울국제고등학교  
SEOUL GLOBAL HIGH SCHOOL



### Educational Goals

Seoul Global High School was founded in 2008 to nurture students to become international specialists equipped with scholastic excellence, honorable character, and physical fitness.

### School Mission Statement

Wisdom and Intelligence for a Peaceful World (智 : Scholastic Excellence)  
Modesty and Dedication for a Beautiful Mind (德 : Honorable Character)  
Healthy Body and Mind for a Harmonious World (體 : Physical Fitness)

#### School Flower



**Apricot Flower**

The Apricot Flower has long been considered a symbol of Korean nobility and dignity due to their elegance even in cold weather. As a school emblem, the flowers represent our students' dignity.

#### School Tree



**Pine Tree**

The evergreen symbolizes the tenacious spirit of our students reaching out to the global society.

#### School Sport



**Taekwondo**

Taekwondo, the Korean national sport, instills pride in our students as Koreans. Ultimately, this martial art, which values harmony above all, represents our educational goal of developing future leaders who can help create a harmonious world.



## School Symbol



Our school's symbol represents Mt. Bugak where SGHS is located. It also represents Seoul's Hangeul initial 'ㅅ' and '누리마루 (Nurimaru)' which means the top of the world in Korean language.

This symbol implies SGHS students' dreams as global leaders.

## School Song

*Allegro* ♩ = 120

작사 : 유자효  
작곡 : 김태훈

꿈 이 치는 역 사 의 파 도 를 넘 어  
육 백 - 년 고 도 의 북 약 산 기 습  
Through the rolling waves of our history, we have per se - vered.  
The foot of Mt. Bu - - - - - g a k, an - cient ca - pi - tal,

누 리 - 로 나 아 가 는 힘 찬 결 음 들  
내 일 - 의 꿈 을 향 해 도 약 하 는 터  
For - ward we move in the - world with dy - na - mic steps,  
lays - the foun - da - tion for our fu - ture dreams,

꿈 꾸 - 는 자 미 래 를 열 어 가 노 니  
세 상 을 품 에 안 - 고 나 아 가 노 니  
Our - - - - - dreams lead - - - - - us in - to the fu - ture.  
Em - bra - cing the world - - - - - , we will go for - ward,

세 계 - 는 우 리 의 무 대 인 류 는 가 족  
세 계 - 는 우 리 의 무 대 인 류 는 가 족  
Hu - ma - ni - ty's our - fa - mi - ly; the world is our stage.  
Hu - ma - ni - ty's our - fa - mi - ly; the world is our stage.

아 Se - oul Glo - bal High School - - - . 높 이  
아 Se - oul Glo - bal High School - - - . 세 계  
Oh! Se - oul Glo - bal High School - - - . We will  
Oh! Se - oul Glo - bal High School - - - . We will

날 아 오 르 리 서 울 국 제 고  
의 빛 이 되 리 서 울 국 제 고  
soar - - - to the sky, Se - oul Global High School,  
shine - - - for the world, Se - oul Global High School,



## Greeting

### Our Heart in Korea, Our Eyes to the World

Seoul Global High School(SGHS) is the only public global high school in Seoul. Thanks to all members of our community contributing to foster international professional skills in students with knowledge, virtue, and physical fitness, as are the educational goals of the school, we have yielded brilliant educational results and continue to develop year after year. In particular, SGHS is the first public high school in Korea to have obtained curriculum certification from Western Association of School and College(WASC), an American curriculum review institution, and is recognized worldwide for its excellence. As the world struggles through the pandemic, SGHS will continue to promote what characterizes SGHS education that is both authentically Korean as well as international enabling the development of much-needed global leaders who can inspire and change the post-COVID-19 world.

Seoul Global High School facilitates the students to acquire wisdom by exploring the culture and history of the East and the West. By applying cultural literacy and understanding of pluralistic values, students will become mediators of cultures and ideologies promoting peace and understanding in otherwise a conflict-stricken world.





## SEOUL GLOBAL HIGH SCHOOL

Seoul Global High School facilitates students to create a beautiful world by serving the local community. The students practice the virtue of humility and commitment by sharing their gifts through various service activities. SGHS will overcome whatever crisis it may face through working together with the community, exercising democratic citizenship, looking after the underprivileged, and providing excellent education for our students as well as the local community enabling all to partake in the creation of a safe and wholesome world for the mankind.

Seoul Global High School fosters the students to harmonize with world through developing physical and mental acumen. The students exhibit strong spirit and generous personality through the acquisition in literature, art, and physical fitness. We will support students through promoting their physical and mental wellness so they can withstand the challenges through relentless defiance and creativity ultimately they may have the capacity to serve as international leaders actualizing the human potential for the mankind.

A happy life, a beautiful country, and a peaceful world.

This is the hope of Seoul Global High School.

**Principal**

Kim, Han Joo

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# I

## The Basic Foundation of School Education

1. Mission Statement of Seoul Metropolitan Office of Education
2. Academic Goals and Policies
3. Results of 2021 Programs and 2022 Education Plans





1

Mission Statement of Seoul Metropolitan Office of Education

# 창의적, 민주시민을 기르는 혁신미래교육

미래를 준비하는  
혁신교육


모두의 가능성을 여는  
책임교육

평화와 공존의  
민주시민교육

참여와 소통의  
교육자치

안전하고 쾌적한  
교육환경

질문이 있는 교실  
우정이 있는 학교  
삶을 가꾸는 교육

 서울특별시교육청

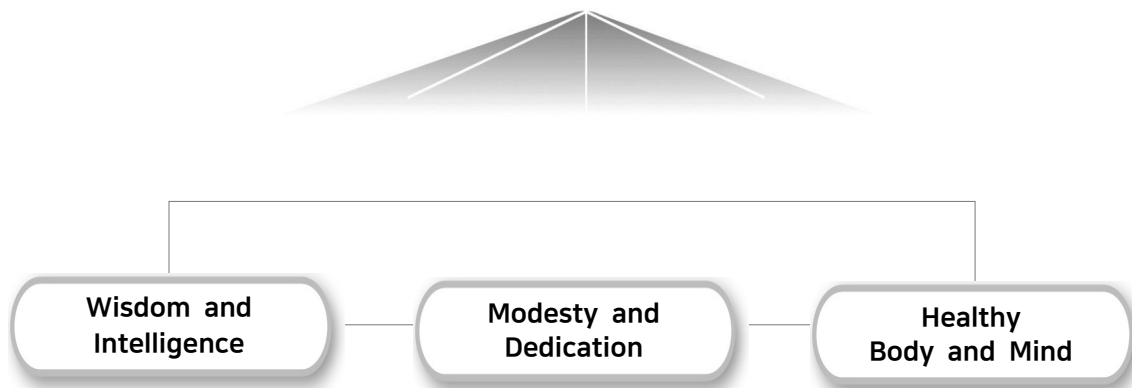


## 2

## Academic Goals and Policies

### Goals

Seoul Global High School was founded in 2008 to nurture students to be international specialists equipped with scholastic excellence, honorable character, and physical fitness.



### Policies

- A keen sensitivity and appreciation for the diversity of cultures around the world while maintaining a deep understanding of Korean culture
- A high level of knowledge and awareness of current trends in global issues
- The interpersonal and professional communication skills that are required of international specialists
- An appreciation of the benefits that volunteerism has for local communities and the world
- Problem-solving, critical thinking and leadership skills that are based in a foundation of intelligence, character and creativity





# Educational Goal, School Motto



- To foster a deep understanding of Korean culture as well as an open mind to diverse cultures
- To develop knowledge about global society and international manners
- To equip with communication skills required of international specialists
- To cultivate volunteerism for the local communities and the world
- To develop leadership with intelligence, character and creativity



## WASC's International Accreditation

### <What is WASC?>

The WASC (Western Association of Schools and Colleges) is one of six regional accrediting agencies in the United States. It is an American accrediting agency in charge of East Asia, and it serves over 4,500 public and private schools.

WASC accreditation assures that Seoul Global High School (SGHS) conforms to general expectations of performance and quality of standard American high schools. As accreditation requires continual self-evaluation, frequent reports, and periodic external review, the public can be assured that the SGHS programs are up-to-date and reflect high standards of quality.

WASC's international accreditation process shows that Seoul Global High School is a trustworthy institution of learning and validates the integrity of the school's programs. The process of accreditation fosters improvement of the school's programs in order to enhance student learning and promote positive change through self-study and self-improvement. Through this process, SGHS is better able to meet the academic and social needs of its students.



## SGHS SLOs (Schoolwide Learner Outcomes)



### Global Leaders

- Respect the cultural diversity in Korea and the world
- Demonstrate a firm awareness of worldwide issues
- Represent Korean history and culture as global ambassadors

### Critical Thinkers

- Create understanding by utilizing new knowledge
- Be effective language users with critical problem-solving ability
- Utilize collective data to evaluate academic theories and problems

### Effective Communicators

- Work collaboratively to achieve identified goals
- Use various technologies to present holistic information
- Improve linguistic and cultural awareness through appropriate language

### Responsible Citizens

- Demonstrate responsibility through honorable decisions
- Make positive contributions to communities through active participation
- Achieve personal and academic excellence with physical and emotional health

SGHS  
SLOs







## 3

## Results of 2021 Programs and 2022 Education Plans

## 2021 School Evaluation Survey

1. Period: 2021.11.22.(Tue)~12.1.(Thu)
2. Target: The overall educational activities of our school reflecting the school evaluation indicators for the 2021 school year
3. Agents: All stakeholders in SGHS—teacher(T), staff(F), parents(P), and students(S)
4. Scales: 1=Poor, 2=Somewhat Poor, 3=Neutral, 4=Good 5=Very Good
5. Satisfaction scores by item

Category	Subcategory	Indicator	Types of Agent(A)			
			S	P	T	F
I School Curriculum	1. Autonomous School Operation	1-1 Evaluation for autonomous operation			4.29	4.33
		1-2 Creating a participatory, communicative, and cooperative school environment			4.00	4.58
	2. Parents	2-1 Encouraging parents participation		3.84	4.61	
II Curriculum and Teaching -Learning	3. Curriculum Organization & Operation	3-1 Organizing and implementing school curriculum for fostering core competency of the future society	4.33	4.08	4.63	
		3-2 Implementing a flexible and effective academic calendar in response to COVID-19			4.71	
		3-3 Individually tailored college counseling and career education	4.21		4.71	
	4. Teaching-Learning & Assessment	4-1 Process-oriented assessment to develop learner's ability in areas such as creativity, critical thinking, and problem solving.	4.46	4.24	4.76	
		4-2 Fair management of academic records			4.84	
		4-3 Communication-based foreign language education and a special focus on bilingual education	4.42	4.17	4.69	
	5. Teachers' Professional Development	5-1 Improving teaching expertise for innovative lessons			4.76	
		5-2 Teachers' learning community			4.61	
		5-3 Schoolwide lectures and seminars for teachers in support of blended learning			4.69	
	III Educational Activities and Results	6. Humanities · Science · Arts · P.E. Education	6-1 Reading, Debate, Essay Writing Education & Library Program	4.34	4.05	4.65
6-2 Interdisciplinary science education to foster creative thinkers and global leaders			4.17		4.57	
6-3 Culture, Art, & Sports Education			4.35		4.76	
7. Social Integration Education		7-1 Customized after-school programs	4.31	3.83	4.65	
		7-2 School programs for students having a hard time adjusting to school life			4.69	
8. Democratic Citizenship Education		8-1 Education for caring and cooperative character		3.91	4.59	
		8-2 Student-led activities	4.40		4.75	
		8-3 Fostering democratic and communicative school culture			4.71	4.58
		8-4 Participation-oriented education for global citizenship and democratic citizenship	4.31		4.67	



Category	Subcategory	Indicator	Types of Agent(A)			
			S	P	T	F
		8-5 Sex education (prevention of sexual harassment)	4.17		4.67	4.67
9. Safe Educational Environment		9-1 Safety education in response to COVID-19	4.38	4.41	4.76	4.67
		9-2 Creating a safe and convenient digital learning environment	4.29	4.10	4.75	4.58
10. Administration · Budget · Facility		10-1 Safe school meal in response to COVID-19	4.25	4.05	4.73	4.58
		10-2 Budget planning and implementation according to school education plan			4.69	4.50
		10-3 Safe and pleasant school environment			4.69	4.67
11. Special Purpose High School		11-1 School development efforts in accordance with the purpose of the school	4.35	4.16	4.67	4.58
		11-2 Customized social integration target student program	4.38		4.71	
		11-3 Fair management of freshmen selection process	4.44	4.23	4.84	
Total Average			4.33	4.09	4.66	4.58

### Schedule of 2022 School Evaluation and 2023 School Education Planning

Period	Process	Details
Feb.-Apr.	Foundation Establishment for School Education Plans	<ul style="list-style-type: none"> <li>○ Compose a School Evaluation Committee</li> <li>○ Create the 2022 school evaluation indicators and questionnaire</li> </ul>
Jul.-Aug.	2022 Interim Survey and Results Analysis	<ul style="list-style-type: none"> <li>○ Conduct survey of teacher, faculty, student, and parents on the school activities during the 1<sup>st</sup> semester</li> <li>○ Analyze survey results and share with faculty</li> </ul>
Nov.-Dec.	2022 Final Survey and Results Analysis	<ul style="list-style-type: none"> <li>○ Conduct 2022 school evaluation survey</li> <li>○ Analyze the results to evaluate the school programs and establish the foundation for 2023 school education plans</li> <li>○ Decide on agendas for Head Teachers' Meeting and Annual School Development Seminar</li> </ul>
Dec.	2023 Head Teachers' Meeting (Departmental projects in 2023)	<ul style="list-style-type: none"> <li>○ Analyze results of 2022 survey by each department</li> <li>○ Departmental proposals for improvement for next year 2023</li> </ul>
Feb. 2023	2023 Annual School Development Seminar (head and 2 <sup>nd</sup> head teachers' meeting)	<ul style="list-style-type: none"> <li>○ Head and second head teachers reflect on the previous achievements and plan for the new school year</li> </ul>
	Creation of 2023 School Yearly Plan Book (Reflecting the Results of 2022 ASDS)	<ul style="list-style-type: none"> <li>○ Debate on 2022 School Programs Evaluation and 2023 School Education Plans</li> </ul>





## 2022 School Evaluation Indicators

Category	Indicator	Department	
I. School Autonomy	1. Autonomous School Operation	1-1 School evaluation for autonomous operation	Instruction & Learning
		1-2 Creating a participatory, communicative, and cooperative school environment	Academic Affairs
	2. Parents	2-1 Encouraging parents participation	11 <sup>th</sup> Grade
II. Curriculum, Teaching and Learning	3. Curriculum Organization & Operation	3-1 Organizing and implementing school curriculum for fostering core competency in a future society	Curriculum / Overseas Education & Counseling
		3-2 Implementing a flexible and effective academic calendar in response to COVID-19	Academic Affairs / Convergence Education
		3-3 Individually tailored college counseling and career education	Career Guidance & Counseling / 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> Grade/ Overseas Education & Counseling
	4. Teaching -Learning & Assessment	4-1 Process-oriented assessment to develop learner's ability in areas such as creativity, critical thinking, and problem solving.	Academic Affairs
		4-2 Fair management of academic records	Academic Affairs
		4-3 Communication-based foreign language education and a special focus on bilingual education	International Education
	5. Teachers' Professional Development	5-1 Improving teaching expertise for innovative lessons	Instruction & Learning/ International Education
		5-2 Teachers' learning community	Instruction & Learning
		5-3 Schoolwide lectures and seminars for teachers in support of blended learning	Instruction & Learning
	6. Humanities • Arts • PE	6-1 Reading, Debate, Essay Writing Education & Library Program	Humanities & Gifted Education
		6-2 Interdisciplinary science education to foster creative thinkers and global leaders	Convergence Education
		6-3 Culture, Art, & Sports Education	Convergence Education / Student Supervision
7. Social Integration Education	7-1 Customized after-school programs	10 <sup>th</sup> Grade	
	7-2 School programs for students struggling to adjust	Career Guidance / Student Supervision	
8. Democratic Citizenship Education	8-1 Education for caring and cooperative character	Convergence Education / Student Supervision / 11 <sup>th</sup> Grade	
	8-2 Student-led activities	Student Supervision	
	8-3 Fostering democratic and communicative school culture	Student Supervision	
	8-4 Participation-oriented education for global citizenship and democratic citizenship	Humanities & Gifted Education	
	8-5 Sex education (prevention of sexual harassment)	Student Supervision	
9. Safe Educational Environment	9-1 Hands-on Safety Education Enhancement	Student Supervision	
	9-2 Safe and convenient digital learning environment	Instruction & Learning	
	9-3 Safe school meals in response to COVID-19	Student Supervision	
10. Administration and Budget	10-1 Budget planning and implementation according to school education plan	Administration Office	
	10-2 Safe and pleasant school environment	Administration Office	
11. Special Purpose High School	11-1 School development efforts	Academic Affairs / International Education	
	11-2 Customized social integration target student program	11 <sup>th</sup> Grade	
	11-3 Fair management of freshmen selection process	Admissions & Public Relations	





# II

## Curriculum Operation

1. The Basic Guidelines for Curriculum Organization
2. Curriculum Unit Table
3. Academic Schedule
4. Creative Experiential Activities Plan
5. Cross-curricular Themed Learning
6. Grading System
7. School Record Description Training and Self-checkup
8. School Contests





# 1

## The Basic Guidelines for Curriculum Organization

### General Framework of Seoul Global High School Curriculum

#### 1) Aim of the 2022 Curriculum

- Implementing of the Seoul Innovative Future Curriculum that aims to foster well-rounded, democratic intellectuals with a sound mind and body
- Organizing a school curriculum that systematically links the curriculum, instruction and assessment
- Offering a student-customized elective curriculum in accordance with the students' aptitude and career path
- Organizing and implementing a curriculum according to the school foundation principles and purpose

#### 2) Guidelines for curriculum organization and implementation

- The curriculum must include a total of 204 units which includes 180 units from subject areas and 24 units (408 hours) from creative experiential activities.
- All students must complete the common core subjects before taking the advanced subjects.
- The number of subjects for each semester must be organized considering the students' academic workload and to make the learning experience more meaningful.
- The curriculum must include a minimum of 6 units of Korean History for 2 semesters and a minimum of 10 units of Physical Education every semester for 3 years
- The curriculum must be organized according to the hierarchy of subjects when arranging the electives.
- The students must complete a minimum of 72 units of international track courses from the specialized subjects I which must account for 50% and up and foreign language courses.

### Various curriculum organization and implementation according to the school foundation principles

#### 1) Developing research competency

- Organize Subject Research in creative experiential activity to satisfy the students' desire to learn

#### 2) Establish and implement courses that are internationally accredited and that meet the standards of the school's educational purpose



- Organize courses that were granted the AP(Advanced Placement) level
    - AP Calculus, AP Micro-Economics, AP Macro-Economics, AP Human Geography, AP Modern World History
  - Open courses that meet the standards of the school's educational purpose
    - Korean Language in Global Era, Public Speaking and Presentation Skills, English Critical Reading and Writing, Mathematical Thinking and Statistics, Statistics for Social Science, Modern Society & Philosophy, Traditional Arts and Philosophy, Local Studies for Understanding the World, Comparative Culture, World Issues & Future Society, etc
- 3) Organize liberal arts courses that develop the student's thinking and language skills
- Organize unique liberal arts courses that satisfy students' various learning desires such as Essay Writing (12th), Philosophy (11th), Second Language (Spanish, Chinese, French Language), etc.
- 4) Organize unique creative experiential activities that meet the students' demands and the school's educational standards and Schoolwide Learner Outcome (SLO).
- Activities aimed to support school life: Organizing unique creative experiential activities that lets students think globally and satisfies students' desire to learn such as Developing English Communicative Skills (10th), 1-Student-1-Talent Program (10th), Subject Research (11th), Career Guidance (11th & 12th), Health (12th) etc.

### Unit Allocation Standard

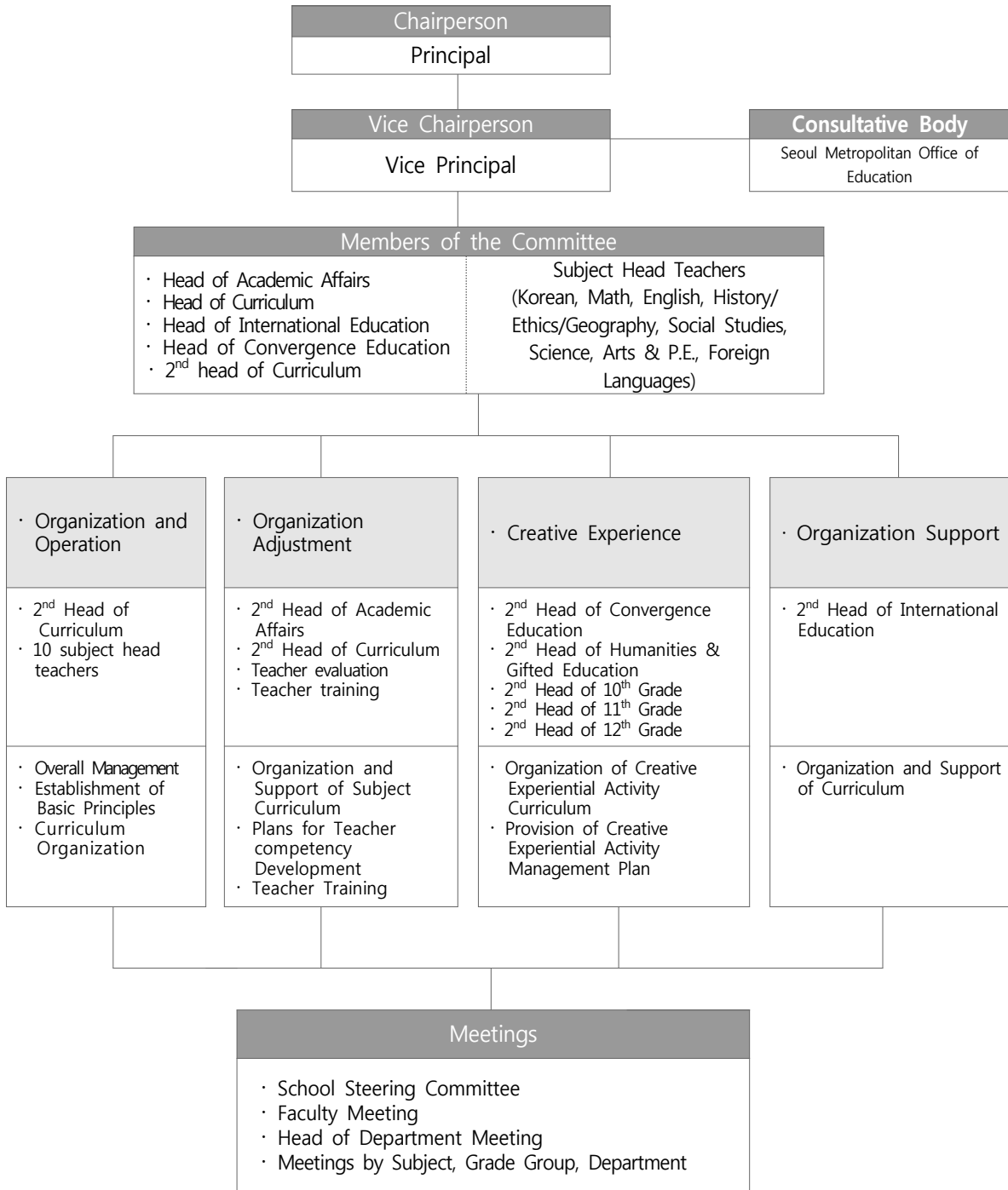
	Subject Areas	Subjects (Subject Clusters)	Common courses(Units)	Required Units	Autonomous Implementation Units
<b>Subjects (Subject Clusters)</b>	Foundation	Korean Language	Korean Language(8)	10	SGHS designed the curriculum in consideration of students' aptitudes and career plans.
		Mathematics	Mathematics(8)	10	
		English	English(8)	10	
		Korean History	Korean History(6)	6	
	Inquiry	Social Studies (including History/Ethics)	Integrated Social Studies(8)	10	
		Natural Science	Integrated Science(8) Science Laboratory Experiment(2)	12	
	Physical Education·Arts	Physical Education		10	
		Arts		10	
	Life·Liberal Arts	Technology·Home Economics/ Second Foreign Language/ Chinese Characters/ Liberal Arts		16	
	Subtotal				
Creative Experiential Activities				24(408 hours)	
Total Units				204	







**Curriculum Organization Committee**





## Curriculum Committee Annual Plan

Activity content	Note	Period
<ul style="list-style-type: none"> <li>Curriculum committee organization and general direction establishment</li> <li>Establishment of annual schedule</li> </ul>		Mar.
<ul style="list-style-type: none"> <li>Subject curriculum examination and new proposal submission of each subject group</li> </ul>		Apr.
<ul style="list-style-type: none"> <li>Guide announcement for new course establishment in each subject and organization of a new curriculum</li> <li>Adjustment on subject curriculum organization proposals</li> </ul>		May
<ul style="list-style-type: none"> <li>1st curriculum organization proposal(student survey → elective course demand survey)</li> </ul>	Survey	Jun.
<ul style="list-style-type: none"> <li>Curriculum committee - 1st draft of curriculum plan</li> <li>Submission of the curricula for new courses in 2022 1st semester (SMOE)</li> </ul>		Jul.
<ul style="list-style-type: none"> <li>Regular meetings of curriculum committee for curriculum adjustment</li> </ul>	Survey	Sep.- Nov.
<ul style="list-style-type: none"> <li>Completion of 2022 curriculum and deliberation</li> </ul>		Dec.- Feb.

## Course Establishment Procedure

### 1) Opening of existing courses

Subject Meeting	Establishment of course based on students' demand, level, career and aptitude
↓	
1st Curriculum Committee	Discussion on relevance and diversity of to-be-established courses
↓	
Demand Survey	Comprehending student demand
↓	
2nd Curriculum Committee	Adjustment on curriculum based on student demand
↓	
Briefing Session	Presentation of detailed information on each course
↓	
Final Demand Survey	Counseling for course selection / finalization of course establishment
↓	
Course Enrollment	Enrollment at school website

### 2) Installation of new courses according to the yearly plan

Curriculum Committee	Analysis on existing curriculum, analysis on subjects that need to establish new courses
↓	
Subject Meeting	Creation of an course open application based on students' demand, level, career, and aptitude
↓	
Curriculum Committee	Application submission for approval to SMOE subsequent to the discussion within curriculum committee,
↓	
Seoul Metropolitan Office of Education	Deliberation and approval of newly installed course
↓	
New Course Opening	* Following steps are the same with the opening of existing course.





2

Curriculum Unit Table

12<sup>th</sup> Grade (2020 Entering Class)

	Subject Type	Subject Clusters	Course	Unit	10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade		Unit Completed	Unit Required	
					1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.			
Mandatory	Foundation	Korean Language	Korean Language	6	3	3					10	10	
			Literature	4			4						
		Mathematics	Mathematics	8	4	4						13	10
			Mathematics I	5			5						
		English	English	6	6						6	10	
	Korean History	Korean History	6					4	2	6	6		
	Inquiry	Social Studies	Integrated Social Studies	6	4	2						13	10
			Politics and Law	4				4					
			Life and Ethics	3					3				
		Natural Sciences	Integrated Sciences	6	3	3							
			Science Laboratory Experiments	2	1	1						8	12
	P.E. Arts	P.E.	Physical Education	6	2	1	1	2			10	10	
			Introduction to Sports	4					2	2			
		Arts	Music	3	2			1				6	5
	Art		3		2	1							
	Life Liberal Arts	Liberal Arts	Essay Writing	3				1		2	5	12	
			Philosophy	2			2						
	Specialized	International Studies	AP Microeconomics	4		4						20	72
			AP Human Geography	4	2	2							
			AP World History	5			2	3					
Korean Language in Global Era			7					4	3				
Public Speaking and Presentation Skills			5		5						5		
10 <sup>th</sup> Grade Elective	Life Liberal Arts	Second Language	Spanish I	3	3 (Select1)						3		
			Chinese I										
			French I										
Specialized	Foreign Language	Spanish Speaking I	3		3 (Select1)						3		
		Chinese Speaking I											
		French Speaking I											
11 <sup>th</sup> Grade Elective	Foundation	Korean Language	Language & Media Reading	4				4 (Select1)		4			
			Mathematics II	5				5 (Select1)		5			
	Inquiry	Natural Sciences	Biology I	3			3 (Select1)			3			
			Earth Science I	3							3		
	Inquiry	Natural Sciences	Physics I	3					3 (Select1)		3		
			Chemistry I	3									
	Specialized	International Studies	International Politics	4			4 (Select1)				4		
			AP Macroeconomics	4									
	Specialized	Foreign Language	Advanced English Writing I	6			6 (Select1)				6		
			English Literature I	6									
Specialized	Foreign Language	Advanced English Reading I	5					5 (Select1)		5			
		Advanced English Writing II	5										
Specialized	Foreign Language	Spanish Speaking II	4			2 (Select1)	2 (Select1)			4			
		Chinese Speaking II	4										
Specialized	Foreign Language	French Speaking II	4										
		Probability and Statistics	4					4 (Select1)			7		
12 <sup>th</sup> Grade Elective	Foundation	Mathematics	Calculus	4									
			Statistics for Social Science	3						3 (Select1)			
	Foundation	Mathematics	Mathematical Thinking and Stat.	3									
			Social Science and Statistics	3									
	Life Liberal Arts	Second Language	Culture in Spanish-speaking Countries	4									
			Culture in Chinese-speaking Countries	4					2 (Select1)	2 (Select1)	4		
			Culture in French-speaking Countries	4									
	Specialized	International Studies	Modern Society & Philosophy	3							3 (Select1)	3	
			Traditional Korean Arts and Philosophy	3									
	Specialized	International Studies	Comparative Culture	6					4 (Select1)	2 (Select1)	6		
			International Law	6									
	Specialized	International Studies	Local Studies for Understanding the World	5					2 (Select1)	3 (Select1)	5		
Regional Studies			5										
Specialized	Foreign Language	Advanced English II	6					6 (Select1)		6			
		Critical Reading and Writing	6										
Specialized	Foreign Language	Advanced English Reading II	5						5 (Select1)	5			
		English Literature II	5										
Inquiry	Natural Sciences	Ecology and Environment	2					1 (Select1)	1 (Select1)	2			
		Convergence Sciences	2										
Subtotal of Units					30	30	30	40	32	28	180	157	
Creative Experiential Activities					4	4	4	4	2	6	24		
Total Units in a Semester					34	34	34	34	34	34	204		
The Number of Courses in a Semester					10	11	10	10	10	11			
Total Units in a Grade						68		68		68	204		



11th Grade (2021 Entering Class)

	Subject Type	Subject Clusters	Course	Unit	10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade		Unit Completed	Unit Required	
					1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.			
Mandatory	Foundation	Korean Language	Korean Language	6	3	3					10	10	
			Literature	4			4						
		Mathematics	Mathematics	8	4	4						13	10
			Mathematics I	5			5						
		English	English	6	6						6	10	
	Inquiry	Korean History	Korean History	6					4	2	6	6	
			Integrated Social Studies	6	4	2							
		Social Studies	Politics and Law	4				4				13	10
			Life and Ethics	3					3				
		Natural Sciences	Integrated Sciences	6	3	3							
	P.E. Arts	P.E.	Science Laboratory Experiments	2	1	1					8	12	
			Physical Education	6	2	1	1	2			10	10	
		Arts	Introduction to Sports	4					2	2			
			Music	3	2			1			6	5	
		Art	Art	3		2	1						
	Life Liberal Arts	Liberal Arts	Essay Writing	3				1		2	5	12	
			Philosophy	2			2						
		Specialized	International Studies	AP Microeconomics	4		4						
				AP Human Geography	4	2	2						
			AP Modern World History	5			2	3				20	72
Foreign Language	Korean Language in the Global Era	7					4	3					
10 <sup>th</sup> Grade Elective	Life Liberal Arts	Second Language	Spanish I	3									
			Chinese I	3	3 (Select1)						3		
	Specialized	Foreign Language	French I	3									
			Spanish Speaking I	3		3 (Select1)						3	
			Chinese Speaking I	3									
11 <sup>th</sup> Grade Elective	Foundation	Korean Language	French Speaking I	4				4 (Select1)		4			
			Language & Media Reading	4									
	Foundation	Mathematics	Mathematics II	5				5 (Select1)		5			
			AP Calculus	5									
	Inquiry	Natural Sciences	Biology I	3			3 (Select1)			3			
			Earth Science I	3									
	Inquiry	Natural Sciences	Physics I	3				3 (Select1)		3			
			Chemistry I	3									
	Specialized	International Studies	International Politics	4			4 (Select1)				4		
			AP Macroeconomics	4									
Specialized	Foreign Language	Advanced English Writing I	6			6 (Select1)				6			
		English Literature I	6										
Specialized	Foreign Language	Advanced English Reading I	5				5 (Select1)			5			
		Advanced English Writing II	5										
Specialized	Foreign Language	Spanish Speaking II	4			2 (Select1)	2 (Select1)			4			
		Chinese Speaking II	4										
12 <sup>th</sup> Grade Elective	Foundation Specialized	Mathematics International	Probability and Statistics	4					4 (Select1)				
			Statistics for Social Science	4									
	Foundation Specialized	Mathematics International	Mathematical Thinking and Stat	3						3 (Select1)		7	
			Social Science Statistics	3									
	Life Liberal Arts	Second Language	Culture in Spanish-speaking Countries	4									
			Culture in Chinese-speaking Countries	4									
			Culture in French-speaking Countries	4				2 (Select1)	2 (Select1)		4		
	Specialized	International Studies	Modern Society & Philosophy	3							3 (Select1)	3	
			Traditional Korean Arts and Philosophy	3									
	Specialized	International Studies	Comparative Culture	6					4 (Select1)	2 (Select1)		6	
International Law			6										
Specialized	International Studies	Local Studies for Understanding the World	5					2 (Select1)	3 (Select1)		5		
		Regional Studies	5										
Specialized	Foreign Language	Advanced English II	6					6 (Select1)			6		
		Critical Reading and Writing	6										
Specialized	Foreign Language	Advanced English Reading II	5						5 (Select1)		5		
		English Literature II	5										
Inquiry	Natural Sciences	Ecology and Environment	2					1 (Select1)	1 (Select1)		2		
		Integrated Sciences	2										
Subtotal of Units					30	30	30	30	32	28	180	157	
Creative Experiential Activities				24	4	4	4	4	2	6	24		
Total Units in a Semester					34	34	34	34	34	34	204		
The Number of Courses in a Semester					10	11	10	10	10	11			
Total Units in a Grade					68		68		68		204		





10th Grade (2022 Entering Class)

	Subject Type	Subject Clusters	Course	Unit	10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade		Unit Completed	Unit Required		
					1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.				
Mandatory	Foundation	Korean Language	Korean Language	6	3	3					10	10		
			Literature	4			4							
		Mathematics	Mathematics	8	4	4						13	10	
			Mathematics I	5			5							
			English	6	6							6	10	
	Inquiry	Social Studies	Korean History	6					4	2	6	6	6	
			Integrated Social Studies	6	4	2								
			Politics and Law	4				4					13	10
		Natural Sciences	Life and Ethics	3					3					
			Integrated Sciences	6	3	3							8	12
	P.E. Arts	P.E.	Science Laboratory Experiments	2	1	1								
			Physical Education	6	2	1	1	2					10	10
		Introduction to Sports	4					2	2					
	Life Liberal Arts	Arts	Music	3	2			1					6	5
			Art	3		2	1							
	Specialized	Liberal Arts	Liberal Arts	Essay Writing	3				1		2		5	12
				Philosophy	2			2						
		International Studies	AP Microeconomics	4		4								
			AP Human Geography	4	2	2								
			AP Modern World History	5			2	3					20	72
Foreign Language	Korean Language in the Global Era	7					4	3						
10 <sup>th</sup> Grade Elective	Life Liberal Arts	Second Language	Public Speaking and Presentation Skills	5		5					5			
			Spanish I	3	3 (Select1)							3		
			Chinese I											
	Specialized	Foreign Language	French I	3		3 (Select1)					3			
11 <sup>th</sup> Grade Elective	Foundation	Korean Language	Spanish Speaking I	3										
			Chinese Speaking I	3										
	Inquiry	Natural Sciences	French Speaking I	3										
			Language & Media Reading	4				4 (Select1)				4		
	Inquiry	Natural Sciences	Mathematics II	5					5 (Select1)			5		
			AP Calculus	5										
	Specialized	International Studies	Biology I	3			3 (Select1)					3		
			Earth Science I	3										
Specialized	Foreign Language	Physics I	3					3 (Select1)			3			
		Chemistry I	3											
Specialized	International Studies	International Studies	International Politics	4				4 (Select1)			4			
			AP Macroeconomics	4										
	Foreign Language	Advanced English Writing I	6				6 (Select1)				6			
		English Literature I	6											
Specialized	Foreign Language	Advanced English Reading I	5					5 (Select1)			5			
		Advanced English Writing II	5											
Specialized	Foreign Language	Spanish Speaking II	4											
		Chinese Speaking II	4				2 (Select1)	2 (Select1)			4			
12 <sup>th</sup> Grade Elective	Foundation	Mathematics	French Speaking II	4										
			Probability and Statistics	4						4 (Select1)		7		
	Specialized	International	Statistics for Social Science	3							3 (Select 1)			
			Mathematical Thinking and Stat	3										
	Life Liberal Arts	Second Language	Social Science Statistics	3										
			Culture in Spanish-speaking Countries	4										
			Culture in Chinese-speaking Countries	4						2 (Select1)	2 (Select1)		4	
	Specialized	International Studies	Culture in French-speaking Countries	4										
			Modern Society & Philosophy	3								3 (Select1)	3	
	Specialized	International Studies	Traditional Korean Arts and Philosophy	3										
Comparative Culture			6						4 (Select1)	2 (Select1)		6		
Specialized	International Studies	International Law	6											
		Local Studies for Understanding the World	5						2 (Select1)	3 (Select1)		5		
Specialized	Foreign Language	Regional Studies	5											
		Advanced English II	6						6 (Select1)			6		
Specialized	Foreign Language	Critical Reading and Writing	6											
		Advanced English Reading II	5							5 (Select1)		5		
Inquiry	Natural Sciences	English Literature II	5											
		Ecology and Environment	2						1 (Select1)	1 (Select1)		2		
Integrated Sciences				2										
Subtotal of Units						30	30	30	30	32	28	180	157	
Creative Experiential Activities					24	4	4	4	4	2	6	24		
Total Units in a Semester						34	34	34	34	34	34	204		
The Number of Courses in a Semester						10	11	10	10	10	11			
Total Units in a Grade						68		68		68		204		



## 3

## Academic Schedule

## 2022 SGHS Discretionary Holiday

Date	Day	Content	Grade
5/6	Fri.	School Anniversary	10, 11, 12
11/17	Thu.	College Scholastic Aptitude Test (CSAT)	10, 11
11/18	Fri.	Discretionary Holiday	10, 11, 12
12/19	Mon.	2023 Freshman Selection	10, 11, 12

## Total School Days

Sem.	Grade	School Days	Real School Days	Event Days	School Events (Days)
1	10, 11	93	84	9	Exam(8), Mock CSAT(1)
	12	93	81	12	Exam(8), Mock CSAT(4)
2	10, 11	97	86	11	Exam(7), Mock CSAT(2) Nuri Festival(1), Last Day(1)
	12	97	86	11	Exam(6), CSAT·Mock CSAT(3), Nuri Festival (1), Graduation Ceremony (1)

\* The number of school days per grade: 10<sup>th</sup> 190 days, 11<sup>th</sup> 190 days, 12<sup>th</sup> 190 days

## Daily Schedule

	12 <sup>th</sup> Grade	11 <sup>th</sup> Grade	10 <sup>th</sup> Grade	Note
Wake up	06:40-06:50			Arrive at school until 8:00 (Tardiness – After 8:10)
Roll-Call & Exercise	06:40-06:50	06:50-07:00	06:50-07:20	
Breakfast	06:50-07:50			
Morning Assembly	08:00-08:10			
1st-4th Period	08:20-12:10			10-minute break each
Lunch	12:10-13:10	12:20-13:10	12:30-13:10	
5th-7th Period	13:10-16:00			10-minute break each
End-day Meeting & Cleaning	16:00-16:20			Access to Dorm - 7 <sup>th</sup> period-schedule days: 16:00~ - 6 <sup>th</sup> period-schedule days: 15:00~ - Exam period: After finishing the exams
Sports Club Afterschool Class 1	16:20-17:40 (70min)			
Dinner	17:00-18:20	17:10-18:20	17:20-18:20	
Afterschool Class 2 Self-study 1	18:30-19:40 (70min)			Class can open at 18:00 (The finishing time must be at 19:40 for all classes)
Afterschool Class 3 Self-study 2	19:50-21:00 (70min)			
Break	21:00-21:30			Access to dorm available after 23:00
Self-study 3	21:30-23:00			
Roll-Call	23:00-23:10			
Bedtime	23:30			





Yearly School Events – 1st Semester

	Mar.	Apr.	May.	Jun.	Jul.					
Mon			2	AP Exams						
Tue	1	Independence Day	3	AP Exams						
Wed	2	First Day of School Entrance Ceremony 1-student-1-talent	4	AP Exams 1-student-1-talent (1) Safety Inspection Day	1	8 <sup>th</sup> Regional Election Day				
Thu	3		5	AP Exams Children's day	2	Joint Academic Conference Preliminary Round (1,2) Spanish school				
Fri	4	Class Activity (1) Class Government Election(2,3) Safety Inspection Day Faculty Meeting	1	Club Activities (1,2) Class Lecture	6	School Anniversary AP Exams	3	Global Lecture (1,2,3) Campus Tour (2nd round)	1	Final exam(1,2,3)
Sat	5		2	French school	7	SAT	4	SAT French school	2	French School
Sun	6		3		8		5		3	
Mon	7	Traffic safety education week (~3.11)	4	Safety Inspection Day Safety week (-4.8)	9	AP Exams HR Teachers' Meeting	6	Memorial Day	4	Final exam(1,2,3)
Tue	8		5		10	AP Exams	7	Health Inspection Day (1) Safety Inspection Day Reading and Debate Final Contest	5	Final exam(1,2,3)
Wed	9	National Presidential Election	6	1-student-1-talent (1)	11	AP Exams 1-student-1-talent (1)	8	1-student-1-talent (1)	6	Mock CSAT(3) 1-student-1-talent (1) Safety Inspection Day
Thu	10		7	Spanish school	12	AP Exams Spanish school	9	Mock CSAT ( 3 )	7	
Fri	11	Orientation for Volunteer Activities(1,2,3) Class Government Election(1) Class Activity (2) New Teachers' Training	8	Club activities(1,2,3)	13	AP Exams Club activities(1,2,3)	10	Class Activity (1,2) Sexual Violence and Sex Trafficking Prevention Education (1,2,3)	8	Career Mentoring(1,2,3) Campus tour(3rd) Faculty meeting
Sat	12	SAT	9	French School	14	French school	11	Spanish & French Schools	9	Last Day of French and Spanish schools
Sun	13		10		15		12		10	
Mon	14	HR Teachers' Meeting	11	HR Teachers' Meeting	16		13	Joint Academic Conference Final Round (1,2) HR teachers' meeting Disaster training education week(-Jun.18)	11	Class Government Election for 2 <sup>nd</sup> semester (1,2,3) HR teachers' meeting Substance and Cyber Addiction Prevention Education Week (~7.15) Faculty Meeting
Tue	15		12		17	Reading Debate Contest Preliminary Round	14	English Essay Writing Contest(3)	12	
Wed	16	1-student-1-talent(1)	13	1-student-1-talent Mock CSAT(3)	18	1-student-1-talent (1)	15	1-student-1-talent (1)	13	Student Government Election for 2 <sup>nd</sup> semester 1-student-1-talent (1)
Thu	17	Dormitory fire drill Class Committee Retreat	14	Spanish school	19		16	Pruomoe Literature Award Spanish school	14	Time Capsule Ceremony
Fri	18	Class Assembly (1,2) Club Orientation(1,2,3)	15	School violence prevention education and Class Assembly (1,2) Faculty meeting	20	Club activities(1,2,3) Faculty Meeting	17	Club activities(1,2,3)	15	Last Day of 1 <sup>st</sup> semester (1,2,3)
Sat	19	Spanish and French school opening	16	French school	21	Spanish and French school	18	Spanish school	16	
Sun	20		17		22		19		17	
Mon	21		18		23	HR Teachers' Meeting Parents Counseling Week Parents Counseling Week for Overseas Education	20		18	English camp
Tue	22		19	Midterm Exam (1,2,3)	24		21	Thursday Schedule	19	English camp
Wed	23	1-student-1-talent (1)	20	Midterm Exam (1,2,3)	25	1-student-1-talent (1)	22	1-student-1-talent (1)	20	English camp
Thu	24	Mock CSAT(1,2,3) Spanish School	21	Midterm Exam (1,2,3) Spanish school	26	Spanish school	23	Spanish school	21	English camp
Fri	25	Club activities(1,2,3)	22	Midterm Exam (1,2,3)	27	Volunteer Activities (1,2) Class Assembly (3)	24	School Violence Prevention Education and Class Assembly (1,2) Faculty meeting	22	English camp
Sat	26	French school	23	French school	28	French School	25	French School	23	
Sun	27		24		29		26		24	
Mon	28	HR Teachers' Meeting	25	HR Teachers' Meeting	30		27	HR teachers' meeting	25	English camp
Tue	29		26		31		28		26	English camp
Wed	30	1-student-1-talent (1) Parent Conference	27	1-student-1-talent (1)			29	1-student-1-talent (1)	27	English camp
Thu	31	Spanish School	28				30	Final Exams (1,2,3) Spanish School	28	English camp
Fri			29	Volunteer Activities(1,2) School Violence Prevention Education and Class Assembly (3) Campus Tour (1st round)					29	English camp
Sat			30	French school					30	



### Yearly School Events – 2nd Semester

	Aug.	Sep.	Oct.	Nov.	Dec.	Feb.
Mon	1			31	HR Teachers' Meeting	
Tue	2			1	Parents Counseling Week (1,2) (~11.4)	
Wed	3			2	1-student-1-talent(1)	1
Thu	4	1		3	Safety inspection day	2
Fri	5	2	Club activities(1,2,3)	4	School Violence Prevention Education and Class Assembly (1,2,3) Club activities(1,2,3) Admission Information Session (2nd round)	3
Sat	6	3	French school	5	French school	4
Sun	7	4		6		5
Mon	8	5	HR teachers' meeting Safety Inspection Day	7	National Foundation Day	6
Tue	9	6		8	Safety inspection day	7
Wed	10	7	1-student-1-talent(1)	9	1-student-1-talent(1)	8
Thu	11	8		10	Midterm Exams	9
Fri	12	9	Chuseok	11	Club Activity (1,2,3) Faculty Meeting	10
Sat	13	10	Chuseok	12	French School	11
Sun	14	11		13		12
Mon	15	12	Substitution Holiday	14	Faculty Meeting	13
Tue	16	13	Respect for Life Education Early Application for Colleges (~9.17)	15		14
Wed	17	14	1-student-1-talent (1) Early Application for Colleges	16	Mock CSAT(3) 1-student-1-talent(1)	15
Thu	18	15	Monday Schedule Early Application Registration	17	Mock CSAT	16
Fri	19	16	Club activities(1,2,3) Early Application for Colleges Admission Information Session	18	School Holiday	17
Sat	20	17	Early Application Registration	19	French school	18
Sun	21	18		20		19
Mon	22	19	HR Teachers' Meeting	21	Violence Prevention and Personal Protection Education Week HR teachers' meeting	20
Tue	23	20	Monday Schedule Art mentoring program	22	Final exam(3)	21
Wed	24	21	1-student-1-talent(1) Art mentoring program	23	Mock CSAT(1,2) Final exam(3)	22
Thu	25	22	SR Final Product Submission	24	Final exam(3)	23
Fri	26	23	Information Communication Ethics Training (1,2,3) Faculty Meeting	25	Classroom activity(1,2)	24
Sat	27	24	French School	26	Spanish and French School	25
Sun	28	25		27		26
Mon	29	26		28	HR teachers' meeting	27
Tue	30	27		29	PSAT/NMSQT Exams	28
Wed	31	28	1-student-1-talent(1)	30	1-student-1-talent(1)	29
Thu		29				30
Fri		30	School Violence Prevention Education and Class Assembly (1,2,3) Overseas Education Information Session for Parents (2,3)	31	Regular Application for College	
Sat		31	Spanish and French School		Regular Application for College	







4

## Creative Experiential Activities Plan

### Detailed Operation Plan

#### 1) Yearly Creative Experiential Activities Operation Plan (Friday Extracurricular Activities)

No.	Date	Day	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Note
1	3/2	Wed	Entrance Ceremony	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School	1 <sup>st</sup> Round (1,2,3)
2	3/4	Fri	Class Activities	Class Government Election	Class Government Election	
3		Fri	Class Government Election	Class Activities		
4	3/11	Fri	Volunteer Activities Orientation	Volunteer Activities Orientation	Volunteer Activities Orientation	
5	3/18	Fri	Class Assembly	Class Assembly		
6		Fri	Club Formation	Club Formation	Club Formation	
7	3/25	Fri	Club Activities	Club Activities		
8		Fri	Club Activities	Club Activities	Club Activities	
9	4/1	Fri	Class Activities	Class Activities		
10		Fri	Lecture Concert	Lecture Concert	Lecture Concert	
11	4/8	Fri	Club Activities	Club Activities		
12		Fri	Club Activities	Club Activities	Club Activities	
13	4/15	Fri	School Violence Prevention Program	School Violence Prevention Program		
14		Fri	Volunteer Activities	Volunteer Activities		
15	4/29	Fri	Volunteer Activities	Volunteer Activities	School Violence Prevention Program	
16		Fri	Volunteer Activities			1 <sup>st</sup> Round (1)
17	5/13	Fri	Club Activities	Club Activities		
18		Fri	Club Activities	Club Activities	Club Activities	
19	5/20	Fri	Club Activities	Club Activities		
20		Fri	Club Activities	Club Activities	Club Activities	
21	5/27	Fri	Club Activities	Club Activities		
22		Fri	Club Activities	Club Activities	Class Assembly	
23	6/3	Fri	Global Lecture	Global Lecture		
24		Fri	Global Lecture	Global Lecture	Global Lecture	
25		Fri	Class Assembly	Class Assembly		
26	6/10	Fri	Sexual Violence and Sexual Trafficking Prevention Education	Sexual Violence and Sexual Trafficking Prevention Education	Sexual Violence and Sexual Trafficking Prevention Education	
27		Fri	Sexual Violence and Sexual Trafficking Prevention Education	Sexual Violence and Sexual Trafficking Prevention Education	Sexual Violence and Sexual Trafficking Prevention Education	1 <sup>st</sup> Round (1,2,3)
28	6/17	Fri	Club Activities	Club Activities		
29		Fri	Club Activities	Club Activities	Club Activities	
30	6/24	Fri	School Violence Prevention Program	School Violence Prevention Program		
31	7/8	Fri	Career Mentoring	Career Mentoring		
32		Fri	Career Mentoring	Career Mentoring	Career Mentoring	
33	7/11	Mon	Class Government Election	Class Government Election	Class Government Election	1 <sup>st</sup> Round (1,2,3)
34	7/13	Wed	Student Government Election	Student Government Election	Student Government Election	1 <sup>st</sup> Round (1,2,3)
35	7/15	Fri	Vacation Ceremony	Vacation Ceremony	Vacation Ceremony	
1 <sup>st</sup> semester total			35	34	19	



No.	Date	Day	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Note
1	8/10	Wed	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School	1 <sup>st</sup> Round (1,2,3)
2	8/12	Fri	Domestic Violence Prevention Education	Domestic Violence Prevention Education	Domestic Violence Prevention Education	
3		Fri	CPR Education	Class Activities	Class Activities	
4	8/19	Fri	Class Assembly	Class Assembly	Class Assembly	
5		Fri		Class Activities	Class Activities	
6	8/26	Fri	Club Activities	Club Activities	Club Activities	
7		Fri	Club Activities	Club Activities	Club Activities	
8	9/2	Fri	Class Activities	Class Activities	Class Activities	
9	9/16	Fri	Club Activities	Club Activities	Club Activities	
10		Fri	Club Activities	Club Activities	Club Activities	
11	9/23	Fri	Information Communication Ethics Training	Information Communication Ethics Training	Information Communication Ethics Training	
12	9/30	Fri	School Violence Prevention Education	School Violence Prevention Education	School Violence Prevention Education	
13	10/14	Fri	Volunteer Activities	Volunteer Activities	Class Assembly	
14		Fri	Volunteer Activities	Volunteer Activities	Class Activities	
15	10/21	Fri	Club Activities	Club Activities	Club Activities	
16		Fri	Club Activities	Club Activities	Club Activities	
17	10/28	Fri	Global Lecture	Global Lecture	Class Assembly	
18		Fri	Global Lecture	Global Lecture	Class Activities	
19	11/4	Fri	School Violence Prevention Education	School Violence Prevention Education	School Violence Prevention Education	
20		Fri	Class Activities	Class Activities	Class Activities	
21	11/11	Fri	Club Activities	Club Activities	Club Activities	
22		Fri	Club Activities	Club Activities	Club Activities	
23	11/25	Fri	Class Activities	Class Activities	Class Activities	
24	12/2	Fri	Class Assembly	Class Assembly		
25	12/16	Fri	Club Activities	Club Activities		
26		Fri	Club Activities	Club Activities		
27	12/23	Fri	Club Activities	Club Activities		
28		Fri	Club Activities	Club Activities		
29	12/26	Mon	Nuri Festival	Nuri Festival	Nuri Festival	
30	12/28	Wed	Vacation Ceremony	Vacation Ceremony	Vacation Ceremony	1 <sup>st</sup> Round (1,2,3)
31	2/6	Mon	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School	1 <sup>st</sup> Round (1,2,3)
32	2/7	Tue	Volunteer Activities Evaluation	Volunteer Activities Evaluation		1 <sup>st</sup> Round (1,2)
33	2/8	Wed			Graduation	
34	2/9	Thu	Last Day of School	Last Day of School		1 <sup>st</sup> Round (1,2)
2 <sup>nd</sup> Semester Total			38	39	33	
Yearly Total			73	73	52	





2) Yearly Discretionary Activity Plan

No.	Date	Day	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
1	3/2	Wed	Entrance Ceremony	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School
2	3/4	Fri	Class Activities	Class Government Election	Class Government Election
3	3/11	Fri	Class Government Election	Class Activities	
4	3/18	Fri	Class Assembly	Class Assembly	
5	4/1	Fri	Class Activities	Class Activities	
6		Fri	Lecture Concert	Lecture Concert	Lecture Concert
7	4/15	Fri	School Violence Prevention Education	School Violence Prevention Education	
8	4/29	Fri			School Violence Prevention Education
9	5/27	Fri			Class Assembly
10	6/10	Fri	Class Activities	Class Activities	
11		Fri	Sexual Violence and Sexual Trafficking Prevention Education	Sexual Violence and Sexual Trafficking Prevention Education	Sexual Violence and Sexual Trafficking Prevention Education
12		Fri	Sexual Violence and Sexual Trafficking Prevention Education	Sexual Violence and Sexual Trafficking Prevention Education	Sexual Violence and Sexual Trafficking Prevention Education
13	6/24	Fri	School Violence Prevention Education	School Violence Prevention Education	
14	7/11	Mon	Class Government Election	Class Government Election	Class Government Election
15	7/13	Wed	Student Government Election	Student Government Election	Student Government Election
16	7/15	Fri	Vacation Ceremony	Vacation Ceremony	Vacation Ceremony
1 <sup>st</sup> Sem. Total			14	14	10
1	8/10	Wed	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School
2	8/12	Fri	Domestic Violence Prevention Education	Domestic Violence Prevention Education	Domestic Violence Prevention Education
3		Fri	CPR Education	Class Activities	Class Activities
4	8/19	Fri	Class Assembly	Class Assembly	Class Assembly
5		Fri		Class Activities	Class Activities
6	9/2	Fri	Class Activities	Class Activities	Class Activities
7	9/23	Fri	Information Communication Ethics Training	Information Communication Ethics Training	Information Communication Ethics Training
8	9/30	Fri	School Violence Prevention Education	School Violence Prevention Education	School Violence Prevention Education
9	10/14	Fri			Class Assembly
10		Fri			Class Activities
11	10/28	Fri			Class Assembly
12		Fri			Class Activities
13	11/4	Fri	School Violence Prevention Education	School Violence Prevention Education	School Violence Prevention Education
14		Fri	Class Activities	Class Activities	Class Activities
15	11/25	Fri	Class Activities	Class Activities	Class Activities
16	12/2	Fri	Class Assembly	Class Assembly	
17	12/28	Wed	Vacation Ceremony	Vacation Ceremony	Vacation Ceremony
18	2/6	Mon	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School	1 <sup>st</sup> Day of School
19	2/8	Wed			Graduation
20	2/9	Thu	Last Day of School	Last Day of School	
2 <sup>nd</sup> Sem. Total			15	15	18
Yearly Total			29	29	28



3) 1-Student-1-Talent Program (10th Grade Discretionary Activity, Wednesdays 7<sup>th</sup> period, Cultural Art Education)

No.	Date	Note	No.	Date	Note
1	3/2	Member Confirmation	18	8/10	Guest Coach
2	3/16	Guest Coach	19	8/17	Guest Coach
3	3/23	Guest Coach	20	8/24	Guest Coach
4	3/30	Guest Coach	21	9/7	Guest Coach
5	4/6	Guest Coach	22	9/14	Guest Coach
6	4/13	Individual Rehearsal	23	9/21	Guest Coach
7	4/27	Guest Coach	24	9/28	Individual Rehearsal
8	5/4	Guest Coach	25	10/12	Guest Coach
9	5/11	Guest Coach	26	10/19	Guest Coach
10	5/18	Guest Coach	27	10/26	Guest Coach
11	5/25	Guest Coach	28	11/2	Guest Coach
12	6/8	Guest Coach	29	11/9	Guest Coach
13	6/15	Guest Coach	30	11/16	Individual Rehearsal
14	6/22	Guest Coach	31	11/30	Individual Rehearsal
15	6/29	Individual Rehearsal	32	12/14	Guest Coach
16	7/6	Guest Coach	33	12/21	Recital/Concert
17	7/13	Guest Coach	34	12/21	Guest Coach

4) Yearly Club Activities Plan

No.	Date	Day	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
1	3/11	Fri	Club Organization	Club Organization	Club Organization
2	3/25	Fri	Club Activities	Club Activities	
3		Fri	Club Activities	Club Activities	Club Activities
4	4/8	Fri	Club Activities	Club Activities	
5		Fri	Club Activities	Club Activities	Club Activities
6	5/13	Fri	Club Activities	Club Activities	
7		Fri	Club Activities	Club Activities	Club Activities
8	5/20	Fri	Club Activities	Club Activities	
9		Fri	Club Activities	Club Activities	Club Activities
10	6/17	Fri	Club Activities	Club Activities	
11		Fri	Club Activities	Club Activities	Club Activities
12	8/26	Fri	Club Activities	Club Activities	Club Activities
13		Fri	Club Activities	Club Activities	Club Activities
14	9/16	Fri	Club Activities	Club Activities	Club Activities
15		Fri	Club Activities	Club Activities	Club Activities
16	10/21	Fri	Club Activities	Club Activities	Club Activities
17		Fri	Club Activities	Club Activities	Club Activities
18	11/11	Fri	Club Activities	Club Activities	Club Activities
19		Fri	Club Activities	Club Activities	Club Activities
20	12/16	Fri	Club Activities	Club Activities	
21		Fri	Club Activities	Club Activities	
22	12/23	Fri	Club Activities	Club Activities	
23		Fri	Club Activities	Club Activities	
24	12/26	Mon	Nuri Festival (7h)	Nuri Festival (7h)	Nuri Festival (7h)
Yearly Total			30	30	21





5) Yearly Volunteer Activities Plan

No.	Date	Day	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
1	3/11	Fri	Volunteer Activities Orientation	Volunteer Activities Orientation	Volunteer Activities Orientation
2	4/29	Fri	Volunteer Activities	Volunteer Activities	
3		Fri	Volunteer Activities	Volunteer Activities	
4		Fri	Volunteer Activities		
5	5/27	Fri	Volunteer Activities	Volunteer Activities	
6		Fri	Volunteer Activities	Volunteer Activities	
7	10/14	Fri	Volunteer Activities	Volunteer Activities	
8		Fri	Volunteer Activities	Volunteer Activities	
9	2/7	Tue	Volunteer Activities Evaluation	Volunteer Activities Evaluation	
Yearly Total			9	8	1

6) Yearly Career Activities Plan

No.	Date	Day	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
1	6/3	Fri	Global Lecture	Global Lecture	
2		Fri	Global Lecture	Global Lecture	Global Lecture
3	7/8	Fri	Career Mentoring	Career Mentoring	
4		Fri	Career Mentoring	Career Mentoring	Career Mentoring
1	10/28	Fri	Global Lecture	Global Lecture	
2		Fri	Global Lecture	Global Lecture	
Yearly Total			6	6	2



## 5

## Cross-curricular Themed Learning

 General Plan

Education Topic	Method of Implementation
Democratic Citizenship	Discretionary Activities (in Creative Experiential Activities) & Social Studies, History, Korean Language Subject
Character	At least 2 hours in every subject, connected with their own subject theme Conduct personality education in the dorm and all subjects for at least two hours in connection with the subject
Unification / Dok-do	Operate classes in connection with relevant topics in related subjects and hold literary events and discussion contests
Safety / Sex Education	Conducted in each grade according to a separate plan
Career	Creative Experiential Activities(Career-related Activities) Consulting by each homeroom teacher
Global Citizenship	Creative Experiential Activities(Club Activities, Community Service Activities) Subject matters
Student-centered self-exploratory Education	Student-centered autonomous and career exploration activities using time other than the subject

 Detailed Plans

1) Unification Education: at least 8 hours in each grade curriculum

Subject	Topic	Subject	Unit	Grade	Hour	Teacher	Month
Korean Language	Overcoming the Wound of the Korean Division	Korean Language	엄마의 말뚝2 (Korean Textbook Chapter)	10th	3	Yoon, Won-jung / Kim, A-hyun	Jun.
	Exploration on South and North Korean Ideology	Literature	광장 (The Square)	11th	3	Kim, Hyun-sun / Lee, Noo-ree	Jul.
	Expense for Unification and Division of Korea	Essay Writing	Problem-solving Essay Writing	12th	3	Lee, Bae-yong / Yoon, Won-jung / Park, Hyun-sun	Oct.
English	Reunification: Agree? Disagree?	English	Relevant Units	10th	4	Cha, Min-kyeong	Dec.
	The History of United Nations: Efforts for World Peace	Advanced English Writing I	Relevant Units	11th	2	Kim, Tae-ryeon	Jun.
	Debate on the Volunteer Military and Conscription	English Critical Reading and Writing	Relevant Units	12th	2	Lee, Yu-jeong	May
Ethics	What Kind of National Value Does Unified Korea Have to be Oriented?	Life and Ethics	Ethics of Peace and Co-existence	11th	2	Seo, Gi-won	Jul.
	How can we make our society peaceful?	Integrated Social Studies	Globalization and Peace	10th	2	Lim, Soo-ji	Dec.
History	Unification and East Asian Peace	AP World History	East Asia	11th	3	Kim, Ye-in	Oct.

2) Dok-do Education (2-4 hours in each grade curriculum)

Subject	Topic	Subject	Unit	Grade	Hour	Teacher	Month
Social Studies	Dok-do and International Politics	Politics and Law	International Relations and the Korean Peninsula	11th	2	Lee, Won-yong	Dec.
History	History and Invasion of Dokdo	Korean History	The Issue of Territorial Sovereignty over Dokdo and Kando	12th	2	Jung, Sun-A	Jun.
Geogra-phy	Location and Value of Dokdo	AP Human Geography	Political Geography	10th	2	Back, Yeon-jae	Oct.
Science	Geological Significance and History of Dokdo	Earth Science I	Geological Attractions on the Korean Peninsula	11th	2	Hwang, Suk-kyu	Jun.





## 6

## Grading System

## Policies

- 1) To enhance the responsibility of teachers and school in the course of evaluation and grading procedures
- 2) To make sure that all forms of academic assessments (regular examinations and performance tests) take place as a form of helping students achieve academic goals and are done based on each student's level of academic accomplishment
- 3) To organize and strengthen functions of the subject meeting and the Committee of Management and Evaluation of Academic Performance, in order to enhance objectivity, fairness, and reliability of evaluation and grading procedures
- 4) While improving process-oriented evaluation, performance evaluation is recommended to reflect at least 40% of semester-level grades.  
However, the performance evaluation shall be reflected in at least 20% of the semester's performance evaluation for subjects with 2 or less units, and the rate of reflection of the performance evaluation shall be determined autonomously for 12th graders, but 100% of the written evaluation is not possible.
- 5) To develop and apply diverse forms of evaluation, taking the purpose of absolute evaluation system into consideration
- 6) To guarantee the validity, fairness and transparency of evaluation
- 7) To apply grades based on both absolute evaluation and Stanine (Standard Nine) scale
- 8) To establish a proper school record system in accordance with the 2023 college admissions improvement plan

## Detailed Plans

- 1) Committee of Management and Evaluation of Academic Performance

No.	Position	Assigned Task	No.	Position	Assigned Task
1	Chairperson	Principal	9	Member	Head of Korean
2	Vice Chairperson	Vice Principal	10	Member	Head of Math
3	Member	Head of Academic Affairs	11	Member	Heads of English and Foreign Language
4	Member	Head of Curriculum	12	Member	Heads of History/Ethics/Geography
5	Member	Assessment 1	13	Member	Head of Social Studies
6	Member	Assessment 2	14	Member	Head of Science
7	Member	Grade Management	15	Member	Head of Arts & P.E.
8	Member	School Records			



## 2) Details

Contents	Details	Period	Dept. in Charge
Deciding Ratio of Performance Assessment and Descriptive-essay Questions	Performance evaluation is recommended to conduct at least 40% of semester-level grades, and descriptive answer and essay-type evaluations shall be conducted at least 20% of the written exam or performance assessment depending on the characteristics of the subject, but accurate scoring standards shall be established to ensure reliability. (However, the rate of performance evaluation may be determined after consultation with the curriculum council, deliberation by the Academic Performance Management Committee, and approval by the principal.)	Beginning of school year	Each Subject
Developing and Applying New Evaluation Methods	Enlarge the ratio of descriptive-essay questions and performance assessment so that the evaluation is about not only the results but also the learning process itself.	Year-round	Each Subject
Strengthening the Function of Academic Performance Committee	Guarantee objective, valid, transparent, and trustworthy management of evaluation.	Year-round	Academic Affairs
Processing Results of Evaluation of Academic Achievement	Calculate the raw score, average score, subject standard deviation, class of rank (Stanine), and the number of students.	Year-round	Academic Affairs

## 3) Evaluation and Management of Academic Achievement

- Evaluation of academic achievement is done in two ways: written exam and performance assessment
- Ratio, standards, method, and timing of the performance test, and method of cut score calculation, are decided by each Subject Meeting and finalized by the principal after Academic Performance Committee's review.
- Written exam questions should be valid, trustworthy, objective. The 'two-dimensional purpose classification table (in NEIS)' should be compiled and used, and teachers should minimize the test result differences from class to class by collaboration in the process of question making.

 Processing the Result of Tests

- Grades for each subject should be finalized by the teacher in charge; he/she has to combine scores of written tests and performance tests, and calculate raw score, average score, standard deviation, ranking, class of rank (Stanine), and number of students, and should be managed by computing system.
- Raw scores are rounded up to the first decimal place and recorded as whole numbers (4.1 → 4).
- Grades for each subject are calculated according to the rankings of the student's sum score of regular tests and performance test.

Class of Rank	Ratio	Class of Rank	Ratio
1	4% or less	6	more than 60%, 77% or less
2	more than 4%, 11% or less	7	more than 77%, 89% or less
3	more than 11%, 23% or less	8	more than 89%, 96% or less
4	more than 23%, 40% or less	9	more than 96%, 100% or less
5	more than 40%, 60% or less		

- Teachers are recommended to mark each question a different score in order not to cause a tie score among students.
- Ranking is calculated after adding the regular test scores and performance test, and rounded off from the third decimal place to the second decimal place.







**Major Changes of Grading Management in 2015 Revised National Curriculum**

1) High School Grading Management Policy in 2015 Revised National Curriculum

**12th Grade in 2022**

Category	Raw Score / Subject Average (SD)			Achievement Level (No. of Students)		Class of Rank	Note	Course (Unit) (different depending on students' selection)		
	Raw Score	Subject Avg.	Stand. Div.	Achievement Level	No. of Students			1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	
Common Core	○	○	○	5 levels	○	○		Korean History (4)		
General Electives	P.E./Arts	-	-	-	3 levels	-	-	• The number of students will not be marked.		
	Foundation/Inquiry/Life-Liberal Arts	○	○	○	5 levels	○	○	• Exclude Liberal Arts subjects (cluster)	* Probability and Statistics (4) * Calculus (4)	
	Career-related Electives ※Foundation/Inquiry/Life-Liberal Arts/P.E./Arts	○	○	-	3 levels	○	-	• Include Specialized Subjects I/II organized as career-related electives • Exclude Liberal Arts subjects (cluster)	Introduction to Sports (2)	Introduction to Sports (2)
									Ecology and Environment (1) Convergence Science (1)	Mathematical Thinking and Statistics (3) Ecology and Environment (1) Convergence Science (1)
									Culture in Spanish-speaking Countries (2) Culture in Chinese-speaking Countries (2) Culture in French-speaking Countries (2)	Culture in Spanish-speaking Countries (2) Culture in Chinese-speaking Countries (2) Culture in French-speaking Countries (2)
Liberal Arts Subjects (Cluster)	-	-	-	P	-	P		Essay Writing (1)		
Specialized Subjects I	○	○	○	5 levels	○	○		Korean Language in the Global Era (4)	Korean Language in the Global Era (3)	
								* Statistics for Social Science (4)	Changes in Contemporary Society (2)	
								Comparative Culture (4) International Law (4)	Comparative Culture (2) International Law (2)	
								Local Studies for Understanding the World (2) Regional Studies (2)	Local Studies for Understanding the World (3) Regional Studies (3)	
								Advanced English II(6) Critical Reading and Writing (6)	Advanced English II(5) English Literature II(5) Modern Society and Philosophy (2) Traditional Korean Arts and Philosophy (2)	
Inter-school Electives (Joint Curriculum)	○	○	○	3 or 5 levels	○	-	• Exclude general electives from the P.E./Arts subjects(cluster) and Liberal Arts subjects (cluster)			

※ Students select one of the subjects in . Note the exception that applies to subjects which are asterisked (\*): Students select between Environment and Convergence Science and between Probability and Statistics and Statistics for Social Science.

※ The school can set the cut-off scores for each subject that is rated by 5 levels of achievement levels (A-E) according to the standard achievement quotient. For those subjects that are rated by 3 levels of achievement levels (A-C), the school will not set a separate cut-off score but rate the students' abilities according to the raw score (A: 80 pts. and above, B: 60 pts.-80 pts., C: less than 60 pts.).



### 11th Grade in 2022

Category	Raw Score / Subject Average (SD)			Achievement Level (No. of Students)		Class of Rank	Note	Course (Unit) (different depending on students' selection)	
	Raw Score	Subj Avg.	Stand Div.	Achievement Level	No. of Students			1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Common Core	○	○	○	5 levels	○	○			
General Subjects	P.E./Arts	-	-	-	3 levels	-	-	Physical Education (1)	Physical Education (2)
								Art (1)	Music (1)
	Foundation/ Inquiry/ Life- Liberal Arts	○	○	○	5 levels	○	○	Literature (4)	Language & Media (4) Reading (4)
								Mathematics I (5)	* Mathematics II
								Biology I (3) Earth Science I (3)	Physics I (3) Chemistry I (3) Politics and Law (4)
Career-related Electives ※Foundation/Inquiry/Life- Liberal Arts/ P.E./Arts	○	○	-	3 levels	○	-		* AP Calculus (5)	
Liberal Arts Subjects (Cluster)	-	-	-	P	-	P		Philosophy (2)	Essay Writing (1)
Specialized Subjects I		○	○	○	5 levels	○	○	AP Modern World History (2)	AP Modern World History (3)
								Advanced English Writing I (6) English Literature I (6)	Advanced English Reading I (5) Advanced English Writing II (5)
								Spanish Speaking II(2) Chinese Speaking II(2) French Speaking II(2)	Spanish Speaking II(2) Chinese Speaking II(2) French Speaking II(2)
								International Politics (4) AP Macroeconomics (4)	
Inter-school Electives (Joint Curriculum)	○	○	○	3 or 5 levels	○	-			

※ Students select one of the subjects in .

※ The school can set the cut-off scores for each subject that is rated by 5 levels of achievement levels (A-E) according to the standard achievement quotient. For those subjects that are rated by 3 levels of achievement levels (A-C), the school will not set a separate cut-off score but rate the students' abilities according to the raw score (A: 80 pts. and above, B: 60 pts.-80 pts., C: less than 60 pts.).





### 10th Grade in 2022

Category		Raw Score / Subject Average (SD)			Achievement Level (No. of Students)		Class of Rank	Note	Course (Unit) (different depending on students' selection)	
		Raw Score	Subject Avg.	Stand. Div.	Achievement Level	No. of Students			1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
General Subjects	Common Core	○	○	○	5 levels	○	○		Korean Language (3)	Korean Language (3)
									Mathematics (4)	Mathematics (4)
									English (6)	
									Integrated Social Studies (4)	Integrated Social Studies (2)
									Integrated Science (3)	Integrated Science (3)
		○	○	○	3 levels	○	-	• (3 achievement levels) Science Laboratory Experiments • No midterm and final exams	Science Laboratory Experiments (1)	Science Laboratory Experiments (1)
General Electives	Foundation/Inquiry/Life-Liberal Arts	○	○	○	5 levels	○	○	• Exclude Liberal Arts subjects (cluster).	Spanish I (3) Chinese I (3) French I (3)	Spanish I (3) Chinese I (3) French I (3)
	P.E.: Arts	-	-	-	3 levels	-	-	• The number of students will not be marked.	Physical Education (2) Music (2)	Physical Education (1) Art (2)
	Career-related Electives ※Foundation/Inquiry/Life-Liberal Arts/P.E.:Arts	○	○	-	3 levels	○	-	• Include Specialized Subjects I/II organized as career-related electives • Exclude Liberal Arts subjects (cluster) • Delete class of rank and standard deviation and mark distribution ratio by achievement levels.		
	Liberal Arts Subjects (Cluster)	-	-	-	P	-	P			
	Specialized Subjects I	○	○	○	5 levels	○	○		AP Human Geography (2)	AP Microeconomics (4) AP Human Geography (2) Public Speaking and Presentation Skills (5)
	Inter-school Electives (Joint Curriculum)	○	○	○	3 or 5 levels	○	-	• Exclude general electives from the P.E./Arts subjects(cluster) and Liberal Arts subjects (cluster)		

※ Students select one of the subjects in .

※ The school can set the cut-off scores for each subject that is rated by 5 levels of achievement levels (A-E) according to the standard achievement quotient. For those subjects that are rated by 3 levels of achievement levels (A-C), the school will not set a separate cut-off score but rate the students' abilities according to the raw score (A: 80 pts. and above, B: 60 pts.-80 pts., C: less than 60 pts.).

2) Wider application of 100% performance assessments in the high school level

- Applies to special cases such as subjects that focus mostly on experiment, inquiry, and research and P.E.·Arts subjects (cluster) that focus mostly on practical evaluation

3) New guidelines on management of school records for students who complete the high school level inter-school electives (joint curriculum)

- Raw score/subject average(standard deviation), achievement level(number of students) will be calculated while class of rank is left blank and "joint" is marked in the misc. column.



## 7

## School Record Description Training and Self-checkup

## School Record Description Training for Teachers

- 1) Carry out school record description training sessions for teachers in May
- 2) Carry out training sessions for teachers on critical issues regarding the school record descriptions based on the self-checkup results in Dec. and Feb. next year

## School Record Announcement for Students and Parents

- 1) Homeroom teachers will inform students about the school records at the start of the semester.
- 2) Parents will be notified of the school records through the PTA meeting in the 1<sup>st</sup> semester and school newsletters in the 2<sup>nd</sup> semester.

## School Record Self-checkup Plan

## 1) 1st Semester

Round	Person / Department in Charge	Checkup Dates (2022)
1	Cross check by homeroom teachers (Classes 1↔2, 4↔5, 3↔6 )	8/11~8/12
	10th/11th/12th Grade Department	8/16~8/17
	Academic Affairs Department	8/18~8/19
2	Homeroom teacher & students	8/22~8/23
	10th/11th/12th Grade Department	8/24~8/25
3	Academic Affairs Department	8/26~8/29

## 2) 2nd Semester

Round	Person / Department in Charge	Checkup Dates (2023)
1	Self-checkup by homeroom teachers	2/2~2/3
	Cross check by homeroom teachers (1↔2, 4↔5, 3↔6)	2/6~2/7
2	10th/11th/12th Grade Department	2/8~2/9
3	Academic Affairs Department	2/10





## 8

## School Contests

## Subject and Academic Area

No.	Award Title	Month	Participants	Proportion	Department in Charge
1	Best Grade Award	Aug. Feb.	All students	4% in each subject	Academic Affairs
2	English Essay Contest	Jun.	12 <sup>th</sup> Grade Applicants	20%	International Education
3	Contest for Joint Academic Conference of Global High Schools	Jun.	10 <sup>th</sup> / 11 <sup>th</sup> Grade Applicants	20%	International Education
4	Reading Debate Contest	May. (Pre) Jun. (Final)	Applicants	20%	Humanities & Gifted Education
5	Social Studies Contest	Jul.	11 <sup>th</sup> / 12 <sup>th</sup> Grade Applicants	20%	Humanities & Gifted Education
6	Math Contest	May	12 <sup>th</sup> grade	20%	Convergence Education
7	Creative Problem-solving Contest	May	Applicants	20%	Convergence Education
8	Science Contest	May	12 <sup>th</sup> grade Applicants	20%	Convergence Education
9	Excellent IR Award	Aug.	12 <sup>th</sup> grade Applicants	20%	11 <sup>th</sup> Grade

- ※ The implementation period may vary depending on the school situation.
- ※ In the event of a tie, awards may be awarded within a range not exceeding 5% of the planned award rate.
- ※ Up to 30% can be awarded for less than 10 participants.



### Creative Activity Area

No.	Award Title	Month	Participants	Proportion	Department in Charge
1	Antismoking Campaign Design Contest	Sep.-Oct.	Applicants	30%	Student Supervision
2	Model Student Award	Aug. Dec.	All students	24%	Student Supervision
3	Excellent Student Award	Aug. Dec.	All students	24%	Student Supervision
4	2022 Sportsman Award	Dec.	Applicants	30%	Student Supervision
5	Global Leader Award	Aug.	12th grade	10% in each category	Admissions & Public Relations
6	Pureumoe Literary Award (Poetry, Essay)	Jun.	Applicants	20%	Humanities & Gifted Education
7	Career Research Contest	Aug. Dec.	Applicants	30%	Career Guidance
8	Literature and School Calendar Illustration Contest	Aug.	Applicants	30%	Arts Subject
9	Student UCC Festival	Jul.	Applicants	30%	Arts Subject

- ※ The implementation period may vary depending on the school situation.
- ※ In the event of a tie, awards may be awarded within a range not exceeding 5% of the planned award rate.
- ※ Up to 30% can be awarded for less than 10 participants.





# III

## Curriculum and Classes for Future & Global Competency

1. WASC Accreditation
2. Global Competency Building Program
3. Bilingual Education Program
4. Global Culture Understanding Education
5. Global Leader Award
6. Freshmen Orientation
7. Global Lecture






**1**

## WASC Accreditation

### Action Plan

Details	Period
<ul style="list-style-type: none"> <li>○ 2022 WASC Group organization</li> <li>○ Complete and submit Self-Study Report</li> <li>○ Compile Evidence Portfolio and prepare for the WASC committee visit</li> <li>○ Start Home Group Professional Development</li> <li>○ Initiate various projects of subject group and department projects</li> </ul>	Mar.-May
<ul style="list-style-type: none"> <li>○ Implement HGPS for midterm exams/final exams/national scholastic aptitude test analysis and solutions</li> <li>○ Sharing the results of WASC re-accreditation and revising the development plan according to the evaluation results of visiting groups</li> <li>○ Continue with Home Groups and Focus Group(department) projects</li> </ul>	Jun.-Aug.
<ul style="list-style-type: none"> <li>○ Implement HGPS for midterm exams/final exams/national scholastic aptitude test analysis and solutions</li> <li>○ Continue with subject group and department projects</li> </ul>	Sep.-Nov.
<ul style="list-style-type: none"> <li>○ Review the results of project activities of the Home Groups and Focus Groups and understand students' demands</li> <li>○ Establish next school year's development plan</li> </ul>	Dec.

### WASC Leadership Team

	Position	Name
	Principal	Kim, Han-joo
	Vice Principal	Park, Sang-hwa
	Chief of Administration	Park, Jung-hwa
Leaders of the Focus Group	Head of Academic Affairs Dept.	Woo, Hye-young
	Head of Curriculum Dept.	Hwang, Wan-gil
	Head of Instruction & Learning Dept.	Park, Hyun-sun
	Head of International Education Dept.	Cha, Min-kyoung
	Head of Admissions & Public Relations Dept.	Han, Yong-ik
	Head of Student Supervision Dept.	Kim, Byeong-se
	Head of Convergence Education	Oh, Jung-sook
	Head of Humanities & Gifted Education Dept.	Lee, Byeong-heon
	Head of Career Guidance Counseling Dept.	Hur, Myeong-seon
	Head of 12 <sup>th</sup> Grade Dept.	Lee, Bae-yong
	Head of 11 <sup>th</sup> Grade Dept.	Kim, Hyun-sun
	Head of 10 <sup>th</sup> Grade Dept.	Yoon, Won-jung
	Head of Overseas College Dept.	Oh, Nam-kyung
	Head of Administration	Lim, Min-ji
2 <sup>nd</sup> Head of International Education Dept. (WASC Coordinator 1)	Kim, Bo-seok	
Head of English Education (WASC Coordinator 2)	Kwon, Min-jeong	

※ WASC Leadership Team includes representatives of steering committee, student and parents.



### Student/Community Profile Committee

- Head and 2<sup>nd</sup> head of Instruction & Learning Dept., Admissions & Public Relations Dept., Career Guidance & Counseling Dept. 12<sup>th</sup>, 11<sup>th</sup>, 10<sup>th</sup> Grade Dept., Representatives of student and parents body

### Schoolwide Focus groups

Group	Members	
	Faculty	Staff
Group A (Organization for Student Learning)	<ul style="list-style-type: none"> <li>· Principal, Vice Principal</li> <li>· Academic Affairs Dept.</li> <li>· International Education Dept.</li> </ul>	<ul style="list-style-type: none"> <li>· Chief of Administration</li> <li>· Head of Administration</li> <li>· Administration faculty members</li> <li>· Assistant of academic affairs</li> </ul>
Group B (Curriculum, Instruction-learning, and Assessment)	<ul style="list-style-type: none"> <li>· Instruction &amp; Learning Dept.</li> <li>· Curriculum Dept.</li> <li>· Convergence Education Dept.</li> </ul>	<ul style="list-style-type: none"> <li>· School Librarian</li> <li>· Science Assistant</li> </ul>
Group C (Support for Student's Personal Character and Academic Growth)	<ul style="list-style-type: none"> <li>· Overseas Education &amp; Counseling Dept.</li> <li>· Career Guidance &amp; Counseling Dept.</li> <li>· 10th Grade Dept.</li> </ul>	<ul style="list-style-type: none"> <li>· Dormitory Superintendent</li> </ul>
Group D (School Culture and Environment)	<ul style="list-style-type: none"> <li>· Humanities and Gifted Education Dept.</li> <li>· Admissions &amp; Public Relations Dept.</li> <li>· 11th Grade Dept.</li> </ul>	<ul style="list-style-type: none"> <li>· School security guard</li> <li>· School facilities faculty members</li> </ul>
Group E (Boarding Program)	<ul style="list-style-type: none"> <li>· Student Supervision Dept.</li> <li>· 12th Grade Dept.</li> <li>· School nutritionist</li> </ul>	<ul style="list-style-type: none"> <li>· School nutritionist</li> <li>· School chef</li> </ul>

### Heads of Subject(Home) Groups

Korean Language	Math	English	History	Ethics
Cho, Jung-woo	Chun, Ji-yoon	Kwon, Min-jeong	Kim, Ye-in	Jang, Eun-seong
Social Studies	Geography	Science	Arts & P.E.	Foreign Language
Kim, Si-ho	Baek, Yeon-jae	Yoon, Sang-joon	Park, Yeon-joon	Yang, Bo-ra





## 2

## Global Competency Building Program

**The Joint Academic Conference of Global High Schools**

- Participate at the 14<sup>th</sup> Joint Academic Conference of Global High Schools taking place at the selected school
- Enhance knowledge and communication skills through the academic exchange among 6 public global high schools
- Within the bounds of the selected major topic, each school are given subtopics to present and facilitate discussions
- Select keynote speakers and commentators through each school's own Academic Conference
- All events are conducted in English as well as all manuscripts submitted
- Action Plan

Details	Period
Select topics and fix the schedule	Mar.
Hold English contests and select speakers and commentators	Apr.
Provide guidance in modifying and practicing speech	Jun.
Host the Joint Academic Conference of Global High Schools	Oct.
Review and feedback on activities	Nov.

※ The schedule may change depending on the circumstances of SGHS, the host school of the year

**English Journal *Amaranth***

- Annually published in November
- Topic groups engage in research and discussions of current issues and various academic topics and individual members write their own articles
- Best articles are selected for publication in *Amaranth*
- Action Plan

Details	Month
Organize the club and select the leader	Mar.
Select topics and write the first draft of articles	Mar. - Sep.
Revise articles and edit the newspaper	Sep. - Oct.
Publish	Nov.



## 3

## Bilingual Education Program



## Focus Projects

- Co-teaching of Korean Teachers and international Teachers
  - Co-teaching using English applies to all subjects except Korean Language, Korean History, Second Languages, and Arts & P.E.
  - A Korean teacher and an international teacher collaborate in each class time, and each teacher's role is determined considering the characteristics of the subject
- 10<sup>th</sup> Grade English conversation class as extracurricular activities (Developing English Communication Skills)
  - Divide the class into two small groups, each co-taught by a Korean teacher and an international teacher
  - Conduct one-on-one interviews at the beginning and end of the semester: Assessing communication skills and recording the development in the student record book
- Faculty English Training
  - One-on-one English communication training led by a native English-speaking teacher



## Co-teaching Schedule

Sem. Grade	1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
	Subject	Co-teachers	Subject	Co-teachers
10 <sup>th</sup>	Mathematics	Jung, In-woo/ Owen Gunning	Mathematics	Lee, Sung-hyeon / Owen Gunning
	English	Cha, Min-kyoung/ Kim, Ju-eun/ Joyce Ingari/ Michael Williams	Public Speaking and Presentation Skills	Cha, Min-kyoung / Kwon, Min-jeong/ Ahn, Ye-song/ Joyce Ingari
	AP Human Geography	Back, Yeon-jae/ Zua Lor	AP Microeconomics	Jung, Hyo-whan/ Elliot Matheba
	Science Laboratory Experiments	Son, Yu-mi/ Matthew Care	AP Human Geography	Back, Yeon-jae/ Zua Lor
			Integrated Social Studies (Ethics)	Lim, Soo-ji/ Daniel Savage
			Integrated Science	Yoon, Sang-jun/ Matthew Care
11 <sup>th</sup>	Mathematics I	Lee, Ju-ri/ Owen Gunning	Mathematics II	Lee, Ju-ri/ Owen Gunning
	Advanced English Writing I	Kim, Bo-seok/ Ahn, Ye-song/ Kim, Tae-ryeon/ Joyce Ingari/ Michael Williams	AP Calculus	Kim, Hong-mee/ Owen Gunning
	English Literature I	Oh, Nam-kyoung / Scott Degenkolb	Advanced English Reading I	Lee, So-hyeon/ Michael Williams
	AP World History	Im, Tae-hyun / Elliot Matheba	Advanced English Writing II	Oh, Nam-kyoung/ Scott Degenkolb
	International Politics	Lee, Won-yong/ Daniel Savage	AP World History	Im, Tae-hyun/ Kim, Ye-in/ Elliot Matheba
	AP Macroeconomics	Jung, Hyo-whan / Elliot Matheba	Chemistry I	Oh, Jung-sook/ Matthew Care
	Biology I	Yoon, Sang-jun / Matthew Care		





Sem. Grade	1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
	Subject	Co-teachers	Subject	Co-teachers
12 <sup>th</sup>	Statistics for Social Science	Han, Yong-ik / Owen Gunning	Mathematical Thinking and Statistics	Han, Yong-ik / Owen Gunning
	Critical Reading and Writing	Lee, Yu-jeong / Scott Degenkolb	English Literature II	Lee, Yu-jeong/ Scott Degenkolb
	International Law	Jung, Jin-sun / Daniel Savage	Regional Studies	Hwuang, Byeong-sam / Zua Lor
	Regional Studies	Hwang, Wan-gil / Zua Lor	International Law	Park, Chul-yong / Daniel Savage
			Korean Traditional Arts and Philosophy	Jang, Eun-seong/ Michael Williams
			Modern Society and Philosophy	Jang, Eun-seong/ Daniel Savage

English Auxiliary Textbook List

〈1st Semester〉

Grade	Common / Elective	Subject	English Textbook	Publication (SGHS/Other)
10	Common	English	Learn How to Learn	SGHS Publication
		Extracurricular Activity (English Conversation)	Seoul Global High School English Conversation	SGHS Publication
		AP Human Geography	AP Human Geography	SGHS Publication
11	Common	AP Modern World History	AP Modern World History	SGHS Publication
	Elective	International Politics	International Politics	SGHS Publication
		AP Macroeconomics	AP Macroeconomics	SGHS Publication
12	Elective	Regional Studies	World Regions	SGHS Publication
		Comparative Culture	Comparative Culture	SGHS Publication
		International Law	International Law	SGHS Publication

〈2nd Semester〉

Grade	Common / Elective	Subject	English Textbook	Publication (SGHS/Other)
10	Common	Public Speaking and Presentation Skills	Public Speaking and Presentation Skills	SGHS Publication
		Extracurricular Activity (English Conversation)	Seoul Global High School English Conversation	SGHS Publication
		AP Human Geography	AP Human Geography	SGHS Publication
		AP Microeconomics	AP Microeconomics	SGHS Publication
11	Common	AP Modern World History	AP Modern World History 2	SGHS Publication
	Elective	AP Calculus	AP Calculus for 11 <sup>th</sup> grade	SGHS Publication
12	Elective	Social Studies Statistics	Statistics for Social Science	SGHS Publication
		Regional Studies	World Regions	SGHS Publication
		Comparative Culture	Comparative Culture	SGHS Publication
		International Law	International Law	SGHS Publication
		Traditional Arts and Philosophy	Traditional Arts and Philosophy	SGHS Publication



# 4

## Global Culture Education

### Online Academic and Cultural Exchange and Experience

- Participants: 10<sup>th</sup> Grade
- Purpose: Promote academic and cultural exchange with sister school students through email, videos, and social media
- ※ Due to COVID-19, overseas culture trips have been replaced by the above alternative programs. Specific activities may be changed later.

### English Camp

- Summer Program (two weeks)
  - Implement programs focusing on English communicative competency
  - Program example: Course example

Classroom A	Classroom B	Classroom C	Classroom D
Learn English Through English Dramas & Movies	Academic Writing	College Prep Writing	Media Based Speaking and Writing

- Winter Program (two weeks for incoming freshmen)
  - Implement immersion education programs led by international teachers in each subject
  - Program example: Schedule example

Time	MON	TUE	WED	THUR	FRI
10 min	Homeroom				
50 min	Opening Ceremony	English Reading & Creative Writing	Social Studies	Social Studies	Social Studies
50 min	English Book Reading	Social Studies	Social Studies	Science	English Book Reading
50 min	Social Studies	Mathematics	Mathematics	English Reading & Creative Writing	Social Studies





5

## Global Leader Award

### Operation Policy

- Review the performance up until the end of 1<sup>st</sup> semester of 12<sup>th</sup> grade
- Evaluate students' various abilities and characteristics in three main areas according to the educational goal of our school: fostering international specialists equipped with scholastic excellence, honorable character, and physical fitness

### Action Plan

a) Areas

Area	Association with the School Motto	Description
I. Veritas	Scholastic Excellence (Wisdom and Intelligence for Peaceful World)	Enhance the ability to create knowledge as a future leader
II. Virtus	Honorable Character (Modesty and Dedication for a Beautiful World)	Cultivate a character of humility and devotion to realize servant leadership
III. Fortitudo	Physical Fitness (Healthy Body and Mind for a Harmonious World)	Develop resiliency through sound physical activity and mental training

b) Evaluation Procedure

Details	Target	Period
Application guidance and promotion	Students	Jun.
Application submission and content confirmation	Students	Early Jul.
Evaluation of the Global Leader Award Review Board and result announcement	Teachers & Students	Mid-Jul.
Receive formal objections, awarding	Students	Aug.



# 6

## Freshman Orientation



### Policies

- Encourage students to make specific plans and objectives for high school life by providing necessary information such as school curriculum, student life, and dormitory life
- Develop cooperative attitude and love for school through group activity sessions, which can help students to have successful school life.
- Develop adaptability and active participation in academic studies by experiencing various types of 9th grade level classes learning



### Action Plan

Details	Period
<p style="text-align: center;"><b>&lt;Plan for 2023 Freshmen Orientation&gt;</b></p> <ul style="list-style-type: none"> <li>◦ Design orientation program and contact guest lecturers</li> <li>◦ Select homeroom teachers for orientation</li> <li>◦ Publish orientation booklet</li> <li>◦ Announcement of schedule and information through website</li> <li>◦ Attach mandatory documents via website</li> </ul>	Dec.
<p style="text-align: center;"><b>&lt;Prior Checkups and Execution of 2023 Freshmen Orientation&gt;</b></p> <ul style="list-style-type: none"> <li>◦ Inspect facilities, school meal, and dormitory for orientation</li> <li>◦ Teacher training for orientation</li> <li>◦ Go over contents of program prior to the orientation and prepare emergency kit</li> <li>◦ Traffic control on admission and discharge days</li> <li>◦ Announcement of notes and preparation materials</li> <li>◦ Collect the results of the course selection and the tuberculosis examination report</li> <li>◦ Revision on My Resolution and submitting the final draft to 10<sup>th</sup> Grade Department</li> <li>◦ Taking over freshmen information to Academic Affairs &amp; 10<sup>th</sup> Grade Department</li> <li>◦ Conducting English program for English classes (with the help of International Education Department)</li> <li>◦ Operating English Camp with international teachers in SGHS (with the support of International Education Department)</li> </ul>	Jan. 2023







7

## Global Lecture

**Period: May, Aug., Oct., 2022**

**Operation Policy**

- Special guest lectures at least twice a year
- Invite social leaders and alumni with expertise in politics, diplomacy, management, economics, liberal-arts, sociology, arts, science, etc. to give lectures focusing on choosing career paths in the era of interdisciplinary education and 4th industrial revolution
- Lectures(70–90 min) and mentoring sessions take a place as a career-related activity in creative experiential activity
- After the lecture and through career guidance, encourage students to further pursue their career paths by participating in activities such as teen social activity, project activity, further reading, writing to the lecturer, interview with another professional, volunteer activity

**Action Plan**

Contents	Period
<ul style="list-style-type: none"> <li>◦ Lecture by an expert in economics and business management</li> <li>◦ Lecture by international organization and diplomatic specialists</li> <li>◦ Lecture on humanities, lecture by a creator</li> <li>◦ Mentoring sessions according to the students' career choice</li> </ul>	May-Jun.
<ul style="list-style-type: none"> <li>◦ Lecture by an employee of social media company</li> <li>◦ Lecture by specialists in culture, art, and social science</li> <li>◦ Mentoring sessions according to the students' career choice (Oct.)</li> </ul>	Aug., Oct.
<ul style="list-style-type: none"> <li>◦ Encourage students to further pursue their career paths by participating in activities through career guidance</li> </ul>	Year-round





# IV

## Humanities, Arts, & Physical Education for Creative Thinking Competency

1. Subject Research (SR)
2. Student Club Activities
3. 1-Student-1-Talent Program
4. Art Mentoring Program
5. Collaborative Charity Concert
6. Idea Factory
7. Physical Fitness for Sound Body and Mind
8. Gifted Education Center





# 1

## Subject Research (SR)

### Collaborative Subject Research in Small Groups

- 1<sup>st</sup> semester: Take lectures on social inquiry methodology, conduct research activities in small groups, explore theories of subject research methodology, and select research topics
- 2<sup>nd</sup> semester: Each team collects data and conduct research activities on research projects and increases the practical effect of research contents based on the continuous advice of the advisor.

### Management Protocol

- Monitor the Subject Research (SR) process and resolve issues regarding the research task
- Develop understanding, cooperative, and considerate leaders through collaborating and communicating with other members
- Motivate students to actively participate in the research task and develop their research competency by selecting recipients of the SR Excellent Thesis Award

### Action Plan

Details	Period	Person in Charge
Collaborative subject research in small groups	3/2~7/15	Teachers in Charge
Organize teams, select research topics, assign advisory teachers	3/2~4/6	Humanities and Gifted Education Department SR Teacher
Explore research topics and submit interim report (15 teams are selected in the preliminary round)	8/11	
Submit final SR report	9/22	



## 2

## Student Club Activities

## Organization of Various Clubs

- Organize regular clubs and supports student-led clubs to foster international specialists equipped with scholastic excellence, honorable character, and physical fitness
- The school will intervene in the least restrictive manner so that students can carry out the club activities under the three principles: variety, autonomy, and self-motivation

## Action Plan

Content	Period
Organize clubs and assign teachers to each club	Mar.
Carry out club activities	Mar.-Dec.

## List of School Clubs

## Regular Clubs

No.	Club Name	Specifics	Since (Yr.)
1	Amaranth	Publishing school magazines in English	2008
2	YDLC	Research and debate on global issues	2009
3	DAIS	Explore various types of debate including CEDA	2009
4	LOGOS	Study on economics	2011
5	Dareuma	Mock trials, publish law newspaper	2011
6	MUNLIT	Model United Nations	2014
7	ECON	Study on behavioral economics	2017
8	SHERLOCK	Analyzing crimes	2019
9	X-TASY	Percussion and Strings Band	2008
10	Bell Arte 1	School orchestra (strings, keyboard, vocal)	2008
11	Bell Arte 2	School orchestra (wind, percussion)	2008
12	Little Sweethearts	School drama club	2008
13	Good Neighbors	Regular sponsorship for children, campaigns, and voluntary works	2009
14	SSAM	English mentoring volunteer work and discussions on current educational issues	2019





No.	Club Name	Specifics	Since (Yr.)
15	SGBC	School broadcasting	2008
16	VANK@SGHS	Promoting Korean traditional culture and correcting errors in cultural heritage	2009
17	Dodam Dadam	Reading and debate, school library volunteering	2009
18	Geuldam	Publishing school magazines in Korean	2010
19	Reading the World through Literature	Understanding the world through reading literature	2022
20	Looking at Society Through Humanities	Discussion on current issues of society based on reading books in humanities	2017
21	English Reading Club	Reading English original books in various fields such as literature, humanities, and society and developing critical thinking	2022
22	Yuksa-Bulpae	In-depth exploration of the field of history	2021
23	Social Statistics	To explore various social issues statistically	2022
24	Social Issues and Policy Exploration	Exploring domestic and international social issues and related policies	2022
25	Critical Reading and Debate in English	Exploring the characteristics and examples of art and sports in modern society	2022

#### ⇒ Student-led Clubs

No.	Field	Club Name	Specifics	Since (Yr.)
1	Academics	ART BEAT	Study on art management and art marketing, visit exhibitions	2020
2		Bloomsbury	Study on political philosophy	2018
3		DECA	Study on business management	2018
4		Inter:View	Analyze media reports from various countries, visit embassies	2019
5		Sherlock+	Analyze crimes from multiple perspectives	2019
6		Danbi	Study on Chinese language and culture	2018
7		Developers	Developing Web & Python (coding and programming club)	2021
8		VERDE	Participating in various environmental issues	2021
9		ERENCIA	Study on science	2021
10		POTENCIA	Tacking actions to achieve sustainable goals	2018
11		Psyche	Research and implementation of various psychological experiments	2013
12		PIGALION	Explore psychological and brain sciences	2021
13		HARANG	Stocks investment-from simulation to an actual investment	2021
14		Herz	Study on women's rights	2018
15		UNA	Exploring culture through international exchange and exploring and implementing solutions to world problems	2022
16		Varla Edible Insects Club	Improving awareness and production through experiments and exploration of edible insects	2022
17		Churros	Producing and solving math-related problems and exploring mathematics in daily life	2022
18		Sapiens	an in-depth study of anthropology in English	2022
19		Commence	Learning French and Deep Exploration of French Culture	2022
20		Amaranth +	English school magazine	2022



No.	Field	Club Name	Specifics	Since (Yr.)
21		Bio-Psychology Honors	Anatomy Experiment and Observation Learning Club for Human Exploration	2022
22	Art	BRASSBOUND*	Bell Arte (Orchestra)	2008
30		MUSE*	Bell Arte (Orchestra)	2008
31		SCAH	Hip-hop performance	2018
32		SUIS	Dance performance and volunteer work	2008
33		TIME	Vocal performance and volunteer work	2009
34		Mulsori-Baramsori +*	Korean traditional fusion music club	2017
		Guten-Takgu	Table tennis practice and tournaments	2022
		Dera	Goods production and illustration	2022
		Kima	Choreographic creation and performance	2022
		Cheese	Photography and literary activities	2022
35		Volunteer	Habitat	House building volunteer work
38	Misc.	Hongbodaesa (Ambassadors)	Campus tour, admission information session	2010
41		ACTS	Regular worship and small group gathering	2022

+The marked clubs are the ones that have the same name with regular clubs.

\*The marked clubs are operated both in regular and student-led clubs.







## 3

## 1-Student-1-Talent Program

## Nurturing a Well-Rounded Individual

- The students are expected to develop one's talent in one of the music, art, sports fields to become international specialists equipped with scholastic excellence, honorable character, and physical strength.
- The program is designed to develop competent students in the culture and arts field. The students will perform together to understand the importance of collaboration and aesthetic sensibility.
- Apprenticeship lessons are provided by qualified instructors as part of discretionary activities within the extracurricular activity curriculum, and 1-Student-1-Talent Presentation is held at the end of the school year.

## 1-Student-1-Talent Program Classes

Class	Place	Class	Place
Art	B504 (Art Room)	Piano	Music Room
Violin (Advanced)	B302 (Science Room 2)	Vocal & Musical	A203 (1-3)
Violin (Beginner & Intermediate)	A211 (1-5)	Viola	A212 (1-6)
Clarinet	A303 (Science Room 1)	Classic Guitar (A)	A202 (1-2)
Cello	A210 (1-4)	Classic Guitar (B)	A201 (1-1)
Flute (Advanced)	B403 (History-Geography Room)	Gayageum	C004(Dormitory Club Room)
Korean Traditional Dance	A405 (International Culture Room)	Brass Instruments	B402 (Math Room)
Samullori Instrumental Music	Auditorium		

## Action Plan

Details	Period
<ul style="list-style-type: none"> <li>○ Conduct a demand survey before opening classes (music, sports, traditional art, etc.)</li> <li>○ Run the program (Apr. 20, 2021-Mar. 3, 2022)</li> </ul>	Early Mar.
<ul style="list-style-type: none"> <li>○ Run the program during the 1<sup>st</sup> semester, 12 sessions in total (3.16.2022~7.16.2022)</li> <li>○ Run the program during the 2<sup>nd</sup> semester, 14 sessions in total (8.10.2022~12.21.2022)</li> <li>- Once a week (Wed.), 15:10-16:30 (80mn)</li> <li>○ 1-Student-1-Talent Program Presentation: 12.21.2022</li> </ul>	Mar. - Dec.
<ul style="list-style-type: none"> <li>○ Conduct the student satisfaction survey</li> <li>○ Program evaluation session</li> </ul>	Late Dec.

※ Art and Music teachers and instructors co-teach the courses.



## 4

## Art Mentoring Program

## Arts Mentoring Camp to Explore Career in Arts and Culture

- Enhance artistic sensibility and creativity through chamber music and orchestra concert activities
- Establish a self-directed career plan through mentoring sessions and explore career paths related to culture and art
- Provide lectures by our music teacher and professional instructors for each part

## Intensive Music Training: Instrumental Part Practice and Orchestral Ensemble

- Divide parts into string, woodwind, brass, keyboard, percussion, and vocal to practice each instrumental part
- In-depth practice for each instrument and orchestra ensemble with support from school music teachers and professional instructors outside the school
- Develop various musical repertoire and prepare for school events such as classical music, movie music OST, and pop music

## Action Plan

Program	Details	Participants	Period
Arts Mentoring	<ul style="list-style-type: none"> <li>○ Plan the Arts mentoring camp and design the programs</li> <li>○ Provide mentoring by alumni and special lectures by experts on culture and art</li> <li>○ Run the camp               <ul style="list-style-type: none"> <li>- Lessons by instrument group</li> <li>- String ensemble, wind ensemble, and orchestra concert</li> <li>- Development of various musical repertoire</li> </ul> </li> </ul>	All students	Aug.





## 5

## Collaborative Charity Concert

**Charity Concert in Collaboration with Seoul Science High School**

- Organize a program with performances following the tradition while adding positive elements from the participating schools
- Sharing the artistic talent to the local community
- Opportunities to communicate and cooperate through a collaborative performance
- All donations will be donated to UNICEF under the name of both schools
- Rehearsal schedules planned with consideration of music classes and art club activities
- Cultural and artistic experiences for participating students from social integration track, developing positive self-images through stage performances

**Action Plan**

Task	Date	Contents	Department
Planning	5.11	Music teachers meeting/ schedule adjustment	Convergence Education Music Teacher Administration Office
	~	Charity concert planning and organization	
	~	Establish rehearsal schedules and make announcements	
	11.2	Design concert pamphlet, cast sound and lighting crew, order stage props	

**Detailed Plan**

## A. Schedule

- 1) 1<sup>st</sup> Rehearsal: 11.02.2022(Wed) 18:00–21:30(Seoul Science HS)
- 2) 2<sup>nd</sup> Rehearsal: 11.03.2022(Thu) 17:30–18:50(Seoul Science HS)
- 3) Charity Concert: 11.03.2022(Thu) 19:00–20:30
- 4) Meeting: 11.03.2022(Thu) 20:30~

## B. Location: Seoul Science High School Main Auditorium

## C. Invitees

- 1) All students, faculty, and parents from Seoul Global & Seoul Science High Schools
- 2) Local residents and members of local community/organizations e.g. Jongno-gu Office, Hyehwa-dong Community Center



## 6

## Idea Factory

## Research Activity in Teams

- 10<sup>th</sup> and 11<sup>th</sup> graders research into topics related with career and aptitude as extracurricular activities during the 2<sup>nd</sup> semester
- Listen to the lectures by the author or experts of their fields of interest in order to cultivate an insight in the topic.
- Devise a project individually relating to their future career path after the in-depth study of the book of their choice.

## Producing and Sharing Creative Works

- Produce a high-quality creative works by collecting various opinions from group members
- Produce a piece of writing, painting, photo, or video by relating the output with one's career choice

## In-depth Learning Activities related to the Special Programs for Social Integration Track Students

## Action Plan

Details	Period	Teacher in Charge
<ul style="list-style-type: none"> <li>- Organize groups according to one's career path and aptitude (4-5 people)</li> <li>- Choose one book to read together</li> <li>- Read and discuss the same book in groups</li> </ul>	Mar.~May	Homeroom teacher
<ul style="list-style-type: none"> <li>- Deep learning of contents related to books (listening to lectures by authors or related speakers, etc.)</li> </ul>	Jun.~Oct.	Subject teacher Homeroom teacher
<ul style="list-style-type: none"> <li>- Design a creative work related to one's career path</li> <li>- Receive group members' feedback on developing creative work</li> <li>- Complete the work by applying the feedback</li> </ul>	Nov.	Subject teacher Homeroom teacher
<ul style="list-style-type: none"> <li>- Publish/Present creative works</li> </ul>	Dec.	Subject teacher Homeroom teacher





## 7

## Physical Fitness for Sound Body and Mind

### Organization of Sports Clubs

- A variety of sports clubs such as soccer (men/women), floorball (men/women), basketball, netball, taekwondo, badminton, Korean traditional dance, etc.
- Sports-related clubs such as sports-volunteer society, sports academic society, sports magazine society, etc.
- Participate in the school sports club league competition hosted by the Seoul superintendent of education (soccer, basketball, netball, badminton)
- After-school programs such as yoga, soccer, Korean traditional dance, basketball, etc. and Saturday badminton sports club

### School League Tournaments

- Class tournaments for each grade during lunchtime
- Hold tournaments for the sports events that are played during physical education
- The student council hosts and manages the tournaments

### Morning Exercise

- Taekwondo (10th grade), hiking (11th, 12th grade) during morning before school starts
- Manage the 10th grade taekwondo club and certify those who pass the taekwondo belt tests at the end of each semester/year

### Action Plan

Details	Participants	Period
Organization of Sports Clubs	All students	Year-round
School league tournaments	All students	After 2 <sup>nd</sup> semester final exam
Morning exercise	All students	Year-round



## 8

## Gifted Education Center

**Effective Gifted Education Program**

- Carry out various efficient gifted education programs for middle school students who show great potential in humanities and social science
- Develop common and specialized courses to foster international specialists
- Run a camp with a special theme for gifted students to stimulate creativity and imaginative thoughts related to humanities
- Select qualified instructors in and outside the school and support their training

**Systematic Management**

- Select students with excellent creativity and strong task concentration who show great potential
- Hold research presentation on topics related to politics, economy, humanities, philosophy, history, and geography
- Conduct surveys after the program finishes to analyze the effects and complement drawbacks of the program

**Action Plan**

Area	Details	Teacher in Charge
Outline of Gifted Education Center Curriculum	<ul style="list-style-type: none"> <li>◦ 8<sup>th</sup> grade course (90 hours)</li> <li>◦ 9<sup>th</sup> grade course (90 hours)</li> </ul>	Gifted education program in Humanities & Gifted Education Dept.
Common course	<ul style="list-style-type: none"> <li>◦ Theme: Integrated convergence themes of humanities and sciences</li> <li>◦ Lecturer: SGHS teachers and outside instructors who completed the gifted education teacher training course</li> </ul>	Instructors in and outside school
Professional Course	<ul style="list-style-type: none"> <li>◦ Academic fields: Politics, Economy, Humanities, Philosophy, History, Geography</li> <li>◦ Subject Research</li> </ul>	Instructors in and outside school
Research course	<ul style="list-style-type: none"> <li>◦ Operation: select advertisement topics in teams, create advertisements with teachers and make presentations</li> <li>◦ Presentation for Individual Research: 9<sup>th</sup> grade (Oct. 23)</li> <li>◦ Webpage Presentation: 8<sup>th</sup> grade (Oct. 30)</li> </ul>	SGHS teachers and instructors outside school





V

## Career Guidance and Social Integration Education

1. Career Guidance and Career Exploration
2. Hope-Ladder Restoration Program
3. Program for Social Integration Track Students
4. Customized College Admissions Guidance
5. Overseas College Admissions Guidance







## 1

## Career Guidance and Career Exploration

## Efficient Career Guidance and College Admissions Guidance Program

- Update counseling materials database with accumulated career-related data analysis
- Career workshops in association with each grade department and career-related special lectures for students, parents, and faculty members

## Action Plan

Details	Period
<ul style="list-style-type: none"> <li>○ Upload photos of the events hosted by the Career Guidance Department to SGHS website</li> <li>○ Career Exploration Projects</li> </ul>	Year-round
<ul style="list-style-type: none"> <li>○ Graduate mentoring program</li> <li>○ Recruiting graduates through the alumni president for the mentoring program</li> <li>○ Survey of 10<sup>th</sup>, 11<sup>th</sup> grade on major preference (Each student selects two majors)</li> <li>○ Major exploration activities during 6<sup>th</sup> and 7<sup>th</sup> period</li> </ul>	Jul.
<ul style="list-style-type: none"> <li>○ Career Camp</li> <li>○ Parents serving as career coaches</li> </ul>	Nov.
<ul style="list-style-type: none"> <li>○ Career exploration during career activity class</li> <li>○ Collect final reports on the first day of the semester and select winners once or twice a year</li> </ul>	Career Research Contest
<ul style="list-style-type: none"> <li>○ 1<sup>st</sup> semester: Creating career UCCs, career posters and career slogans</li> <li>○ 2<sup>nd</sup> semester: Producing career road maps and career newspaper</li> </ul>	1 <sup>st</sup> & 2 <sup>nd</sup> Semester Career Exploration Projects



## 2

## Hope-Ladder Restoration Program

### School-Community Joint Commitment for the Underprivileged Students



- Seoul Global High School
  - Members of the school volunteer club will serve as mentors to educationally underprivileged students according to a study support plan
  - The school will provide financial aid for textbooks, cultural activities, snacks, etc.
- Hyehwa Community Center
  - The center will match SGHS students with the underprivileged elementary students who live in Hyehwa-dong
  - The SGHS students will be given volunteering hours for their service
- Hyehwa Seong-gwak Village
  - The village will provide the learning space needed to carry out the mentoring program

### Systematic Management and Feedback

- The school will be in frequent contact with the mentor and the mentee to provide financial and emotional support
- Once the program ends, the school will review the difficulties the program encountered and report on how to improve it

### Action Plan

Details	Period
Complete the mentor-mentee matching process	Year-round
Carry out the mentoring program for the educationally underprivileged students in Hyehwa-dong	
Evaluation and feedback	





## 3

## Program for Social Integration Track Students

### Programs for Social Integration Track Students

- Facilitate students' adjustment through monitoring and counseling
- Programs to expand self-directed learning capacity
- Encourage students to form proper learning and reading habits
- Expand students' cognitive capacity through various student-led academic programs
- Cultivate skills to manage emotions and expand artistic capacity through teacher-accompanied activities outside school

### Action Plan

Details		Period
Adjustment Education (Guidance)	<ul style="list-style-type: none"> <li>○ Counsel incoming students especially regarding challenges to adjustment</li> <li>○ Individual counseling</li> <li>○ Operate "Seoul Hope Class"</li> </ul>	Year-round
Improve Scholastic Aptitude (Assistance)	Career and College Guidance <ul style="list-style-type: none"> <li>○ Career and college admissions counseling</li> <li>○ Career exploration</li> </ul>	
	Improve Scholastic Aptitude <ul style="list-style-type: none"> <li>○ Mentoring program</li> <li>○ Academic journal program</li> </ul>	
Humanities and Arts Convergence Education (Intensive Expansion)	<ul style="list-style-type: none"> <li>○ Teacher-accompanied reading and writing program</li> <li>○ Various out-of-school programs (convergence)</li> <li>○ Student-operated "Academy with a Focus"</li> <li>○ Exhibition, Art Gallery</li> <li>○ Make "Audiobook"</li> <li>○ Student "Start-up" program</li> <li>○ Basketball club</li> <li>○ Art class</li> </ul>	



## 4

## Customized College Admissions Guidance

## Counseling on College Admissions

- College admissions guidance suitable for the characteristics of SGHS and in accordance with the up-to-date changes in the college entrance system
- Share information with all teachers (homeroom teacher and subject teacher)

## Strengthening Teachers' Expertise in College Counseling

- Have meetings with college admission officers (admissions representatives) to confirm major points and changes in college entrance system
- Strengthen the expertise of college admissions guidance by sharing previous graduates' cases of success or failure

## Action Plan

	Details	Period
Counseling on College Admission	College admissions guidance suitable for the characteristics of SGHS - Have information sessions for students/parents - Establish a network between SGHS graduates and students to provide customized admission information	Starting of the school year End of the school year
	Share college admissions information with all teachers - Share information through 12 <sup>th</sup> grade homeroom meetings - Share information through 10 <sup>th</sup> and 11 <sup>th</sup> grade homeroom meetings - Share basic college admission materials with non-homeroom teachers through meetings and seminars	Year-round
Strengthening Teachers' Expertise in College Counseling	Have meetings with college admission officers - Have on/off-line meetings with college admission officers to confirm major points and changes in college entrance system - Invite the heads of 10 <sup>th</sup> and 11 <sup>th</sup> grade department and other teachers to the meetings - Have meetings with a wide variety of universities, not focusing too much on only top-notch universities	May – Jun.
	Share previous graduates' cases of success or failure - Conduct case studies for successful and failed admissions - Each homeroom class's mutual review on the current status of college counseling	Year-round



**5****Overseas College Admissions Guidance**** Individualized Overseas Education & Counseling**

- Provide a long-term road-map to students, faculty, and parents using the International College Counseling Guidebook
- Provide counseling sessions for overseas college applicants, help students make short-term, mid-term, long-term action plans, and close cooperation among student, parent, college counselor and homeroom teacher
- Provide guidance on completing the Common Application Essay and cover letters based on individual counseling
- Build a network among current students and alumni to share customized college admissions information

** Providing Specialized and Practical College Admissions Information**

- Gather overseas college admissions information and build networks with fellow college counselors by participating in IACAC/NACAC conference as a member
- Hold faculty workshop on overseas college admissions guidance, hold overseas college admissions information sessions, and implement mentoring programs for students and parents
- Invite overseas college admissions officers to provide the latest information and to promote information exchange between students and colleges

** Running AP Courses**

- Run internationally accredited AP courses and related various after-school classes
- Offer systematic instruction based on AP education materials provided by the College Board





# VI

## Life & Human Rights Education for Global Competency

1. Student Autonomy for Democratic School Culture
2. Human Rights Education
3. Volunteer Works Guidance Based on School Plan
4. Global Citizenship Education
5. Dormitory Management
6. Disability Awareness Education





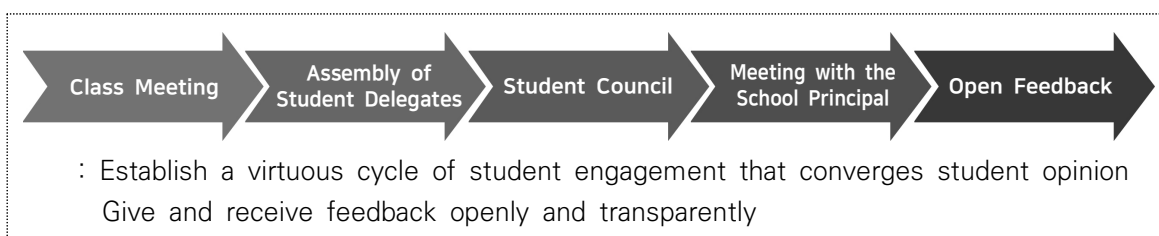


## 1

## Student Autonomy for Democratic School Culture

### Empowering Student Autonomy: Supporting Student-led Activities

- Expanding student participation to promote student autonomy



- Operation of the Student Judicial Self-Governing Committee and fostering an autonomous spirit of compliance to law which ultimately can lead to a protection of student rights

### Support of Budget and Operation System for Student Body

- Securing the budget for autonomous operation of student council and realizing student proposals
- Promotion of class autonomy by supporting class operating expenses
- Securing enough time for class meetings in the curriculum

### Continuous Efforts to Create Autonomous Student Culture

- Strengthening education on student autonomy and democratic citizens for student representatives
- Creating a culture of student autonomy through fair election procedures, debates, operation of a pledge inspection team, etc.

### Action Plan

Details	Period
Having student experience the democratic decision-making process through student organizing and operating student-governing organization <ul style="list-style-type: none"> <li>- Organization of the student council, class president &amp; vice-president, student delegates committee</li> <li>- Implementation of regular class meeting, assembly of student delegates and all-student meeting</li> <li>- Organization of Student Judicial Self-Governing Committee</li> </ul>	Year-round
Operation of class representatives retreats organized by the Student Council	Mar. Aug.
Implementation of a student participation budget system to establish autonomous and responsible autonomous student culture	Year-round



## 2

## Human Rights Education

## Student Rights Education

- Designation of a teacher in charge of student rights
- Establishment and operation of student rights education plan

## Implementation of Student &amp; Human Rights Education

- Human rights education for at least two hours per semester
- Education on student & human rights for at least two hours a year for faculty members
- Education on student & human rights at least once a year for guardians/parents of students

## Implementation of Human Rights Education Linked with Curriculum

- Use human rights educational materials in connection with each subject
- Use human rights educational materials in curriculum specifically designed for students

## Strengthening Human Rights Competency

- School faculty: Continuous efforts to participate in and complete human rights training for school principals and teachers
- Active utilization of human rights education support systems, such as student human rights education centers and human rights libraries

## Action Plan

Details	Participants	Period
Designation & Establishment of Student Rights Education Plan	School Faculty	Mar.
Human Rights Education	Students/School Faculty/Parents	Year-round
Student Rights Education	Students/School Faculty	Year-round





## 3

## Volunteer Works Guidance Based on School Plan

## Focus Projects Activities

- Development and operation of volunteer activities to foster a sense of community and strengthen the capacity of democratic citizens for sharing and consideration under the school education plan
  - Activating volunteer activities in the curriculum and discovering and operating various volunteer activities other than the curriculum
  - Operation of volunteer activities to practice consideration and sharing for children of the vulnerable in community education;
  - Education to foster the awareness of the world's democratic citizens by promoting volunteer learning in connection with NGOs such as the World Citizens' Research Institute

## Action Plan

No.	Date	Target/Number	Contents	Time	Dept & Teacher
1	2022.3.11 (Regular school hour)	All grades	Training session	1	Convergence Education/ Homeroom Teacher
2	2022.03.07.~12.26 (Outside class period)	All applicants (One per class)	Multi-media Teaching Assistant	18	Instruction & Learning / Hwang, Seok-gyu
3	2022.03.07.~12.09 (Outside class period)	16 applicants from 10 <sup>th</sup> and 11 <sup>th</sup> grades	AP/SAT Ambassador	6	Overseas Education & Counseling/ Kim, Hong-mee
4	2022.3.25~12.23 (Outside class period)	Less than 20 applicants from 10 <sup>th</sup> and 11 <sup>th</sup> grades	Mentoring the Underprivileged in the local community		Convergence Education/ Kim, Tae-ryeon
5	2022.3.7.~12.30. (Outside class period)	20 applicants from all grades	Peer Counselor (Respect Life Campaign)	5-15	Career Guidance/ Kang, Seo-young
6	2022.4.1.~11.30. (Outside class period)	Less than 30 applicants from 10 <sup>th</sup> and 11 <sup>th</sup> grades	Campus Tour Guide and Staff (Campaign included)	10	Admissions& Public Relations/ Jo, Hye-yeon
7	2022.4.1.~12.29. (Outside class period)	30 applicants from all grades	Cultural Event Support Campaign	20	Convergence Education/ Jung, Eun-ji
8	2022.4.29. (Regular school hour)	All 10 <sup>th</sup> Grade	Local Culture Publicization Campaign	3	10 <sup>th</sup> Grade/ Homeroom Teacher
9	2022.4.29. (Regular school hour)	All 11 <sup>th</sup> Grade	Campaign against Cultural Stigmas	2	11 <sup>th</sup> Grade/ Homeroom Teacher
10	2022.5.27 (Regular school hour)	All 10 <sup>th</sup> and 11 <sup>th</sup>	NGO Campaign Volunteer Works 1	2	Convergence Edu/ Grade Dept
11	2022.10.14 (Regular school hour)	All 10 <sup>th</sup> and 11 <sup>th</sup>	NGO Campaign Volunteer Works 2	2	Convergence Edu/ Grade Dept
12	2022.12.12.~12.26 (Outside class period)	20 applicants from 10 <sup>th</sup> and 11 <sup>th</sup> grades	Campaign Activity	8	Convergence Edu/ Son, Yu-mi
13	2022.2.7 (Regular school hour)	All applicants 10 <sup>th</sup> and 11 <sup>th</sup> grades	Evaluation of volunteer works	1	Convergence Edu/ Grade Dept



## 4

## Global Citizenship Education



## Focus Projects

- Global Leadership teacher–student project for raising awareness as global citizens
  - Teacher–student Global Citizenship Education (GCE) activities through subject classes and extracurricular activities
  - Enlarge student–centered activities and intensifying cross–curricular joint GCE
  - Linkage with external agencies and educational community network activities for open GCE
- Promotion of a topic reading project program to foster global citizenship
  - Exploring world issues based on topic reading in groups of 10<sup>th</sup> and 11<sup>th</sup> graders
  - Presentation of project progress results based on democratic values of autonomy, respect and solidarity
- Organizing a student–led club for GCE and participating in UNESCO GCE project
  - Organizing the club at the beginning of the semester (10<sup>th</sup> and 11<sup>th</sup> grade)
  - Participating in UNESCO GCE projects and educational programs
- Organizing Hermes 2021: Teachers’ Learning Community for GCE
  - Conduct autonomous teacher training to enhance GCE capacity building (Once a month)
  - Develop programs to associate global citizenship education with different subjects
- Establishment of Global Citizenship Education online platform
  - Facilitate all teachers and students online participation and share GCE learning materials and results



## Action Plan

Details	Participants	Period
<ul style="list-style-type: none"> <li>· Implementation of global leadership projects through autonomous activities (student association, class activities)</li> <li>· Invitation of expert speakers on GCE-topics for all 10<sup>th</sup> and 11<sup>th</sup> grade students</li> </ul>	All students	Year-round
<ul style="list-style-type: none"> <li>· Organizing teachers' learning communities and teacher-training programs</li> <li>· Development and implementation of GCE classes in connection with the subjects</li> </ul>	Teachers	
<ul style="list-style-type: none"> <li>· Establishment of an online platform for GCE at the beginning of the semester</li> <li>· Uploading materials and results of student activities during the semester</li> </ul>	Teachers	





## 5

## Dormitory Management

### Settlement of 2022 Character Building List

- Inform students of the revised school regulations (Major issues: Outside food, entering other rooms, unexcused outing, etc.)
- Moving away from the punishment/reward system and moving towards a more active instruction to build positive character
- Quarterly check-up focusing on the major issues
- Gathering and incorporating students' opinions through the Steering Committee for Dormitories

### Creating a Violence-free Dormitory: Discretionary Activities

- Student-led discretionary activity (Student congress, Student court, Student council): Student Council Day, supervising students before and after school hours, Cleaning Day
- Preventing verbal/physical/sexual violence, suicide, and bullying
- Awarding students who have displayed positive character every semester

### Creating a Safe Dormitory: Active Participation in Various Trainings

- Effective and active participation in fire drills and emergency evacuation drills
- Dormitory superintendents aim to develop students' first aid competency
- Prevent food poisoning by prohibiting bringing in outside food (management of restricted items in the refrigerator)

### Promoting a Healthy Dormitory Life

- Morning hiking (11th, 12th graders) and taekwondo (10th graders)
- Nutritious and balanced meals 3 times a day
- Quiet and comfortable dormitory environment guarantee a good night's sleep

### Attentive Dormitory Superintendents

- Create a relaxing and warm dormitory environment (hygiene and communication)
- Students are able to focus on their studies in a clean self-study room
- Maintain clean laundry rooms and activate music broadcast program

### Action Plan

Details	Participants	Period
Implementation of 2022 Character Building List	All Students	1 <sup>st</sup> semester
Student council day, supervising students before and after school hours, student-autonomous activities	All Students	Year-round
Cleaning day, fire drills, emergency evacuation drills	All Students	Every month



## 6

## Disability Awareness Education

**Integrated and Individualized Education for Students**

- Organize integrated classrooms where students with disabilities learn alongside peers without disabilities
- Keep an updated database on students with disabilities and their educational needs and behavior characteristics
- Establish individualized education programs according to degree of disability
  - Organize a support team for implementing the individualized education program
  - The individualized education program includes the following: current academic performance level, educational goal, course content, instructional method, assessment plan, and information on the service content and method related to special education
  - If necessary, establish a flexible assessment plan for the student according to type and degree of disability and the circumstances of the school
- Provide a safe and accessible environment for disabled students
  - If necessary, loan assistive technology devices according to the students' needs
  - Take measures to ensure that every student is able to participate in classes and school events regardless of their differences
  - Take measures to ensure that the students with disabilities are able to safely commute to school

**Education on Understanding Disabilities to Raise Disability Awareness**

- Students receive education on understanding disabilities at least twice per year
- Faculty members receive education on promoting disability awareness at least once a year

**Action Plan**

Details	Participants	Period
Keep an updated database on students with disabilities	Students	Year-round
Establish an personalized education development team and its plan	Special Education Students	Mar.
Education on understanding disabilities to raise disability awareness	All Students	International Day of Persons with Disabilities/ Year-round
	Faculty and staff	May





# VII

## Safe & Healthy Educational Environment

1. Creating a Safe Educational Environment
2. Health and Sanitation Education
3. Management of Safe and Healthy School Meal
4. Cultivating Sound Emotion & Personality through Counseling
5. Creating Future-Oriented Educational Environment







# 1

## Creating a Safe Educational Environment

### Establish Safety Education Plan

- Assess the current status of the school facilities, keep an updated list of the students and faculty members, and develop a safety system
- Draw up an emergency contact list of school personnels and related organizations
- Arrange safety measures to prevent accidents

### Fighting Against School Violence

- Organize Independent Committee for School Violence
- Carry out school violence prevention education and distribute educational materials to students, faculty, and parents
- Carry out survey on school violence
- Organize a committee that nominates faculty members for contributing to preventing and resolving school violence

### Safety Education Week and Safety Inspection Day

- Carry out new weekly campaigns every month to raise awareness on everyday safety, traffic safety, personal safety, drug and/or internet addiction, disasters, career, first aid
- Promote safety inspection day through school newsletter

### Safety Education, First Aid Education, and Disaster Response Exercise

- Carry out basic safety education and safety education prior to overseas culture trip and other experiential activities
- Carry out training sessions on safety education for all faculty members, distribute safety-related educational materials to faculty and parents
- Carry out sexual violence-sexual harassment prevention education and support school MeToo movements
- Carry out CPR and first aid education for students and all staff members
- Carry out disaster response exercise (once per year), civil defense evacuation drill (twice per year), fire evacuation drill (twice per year)
- Carry out quarterly dormitory evacuation drill

### Action Plan

Details	Participants	Period
Establish safety education plan	All students/faculty	Mar.
School violence prevention activities	All students/faculty/parents	Year-round
Safety education week and safety inspection day	All students/parents	Monthly
Safety education and first aid education	All students/faculty/parents	Year-round
Disaster response exercise	All students/faculty	Year-round



## 2

## Health and Sanitation Education

**Students and Faculty Health Check-up**

- Administer student health check-up: 10<sup>th</sup> and 11<sup>th</sup> grade students (Students individually visit one of the school-appointed hospitals or the health center will visit school for the health check-up)
- Administer additional student health check-up: 12<sup>th</sup> grade students will undergo urine testing and TB (Tuberculosis) testing during school-hours in cooperation with an outside health screening institute
- The faculty members will be screened two times annually to prevent metabolic syndrome in cooperation with the Jongno District Public Health Center

**Health Education, Sex Education and Sexual Violence Prevention Education**

- 17 hours of health education during the 2nd semester of 12th grade
- Minimum of 15 hours of sex education for each grade level every year (including 1 hour each, a total of 2 hours of sex trafficking, sexual violence prevention education)
- 1 hour each, a total of 3 hours of sexual harassment, sex trafficking, sexual violence prevention education for faculty members
- The health office will serve as an outlet for sexual harassment complaints and assign one male and one female counselor to help deal with such issues

**Prevention Program for Infectious Disease**

- Regular monitoring of infectious diseases
- Devise and carry out a school-wide plan to prevent infectious diseases
- Provide health information by handing out health leaflets and sending school newsletters

**Care for Students Requiring Special Care**

- At the start of the semester, students in need of special care will be chosen based on student health survey results and be offered health counseling sessions

**Action Plan**

Details		Target	Period
School Nurse's Office		Student/Faculty	Year-round
Student health checkup·special inspection and faculty health checkup	Health checkup	10th, 11th Grade	1st Semester
	Separate inspection	12th Grade	2nd Semester
	Faculty metabolic syndrome checkup	Faculty	Twice a year
Health education, sexual education, and sexual violence prevention education		Student/Faculty	Year-round
Counseling center for sexual violence		Student/Faculty	Year-round
Prevention program for infectious diseases		Student/Faculty	Year-round
Identify and counsel students requiring protection		Student	Year-round





## 3

## Management of Safe and Healthy School Meal

### Organization and Operation of the School Meal Service Committee

- Constituting members: School Steering Committee, parents, school faculty, etc.
- Role: Conduct a preliminary review, set the budget of meal expenses, and settle the budget in consulting on important matters by the Steering Committee

### Prevention of Food Poisoning

- Check the health status of the cooks and conduct student education on washing hands at meal time
- Avoid indiscriminate use of processed foods and provide meals after the thorough check on the manufacturer's license, manufacturing report, and self-quality inspection report
- Regular cleaning of air conditioners, filters, and culinary equipment used in school cafeterias

### Healthy Food and Nutrition Management

- Conducting nutrition counseling for underweight, undergrowth, anemia, and obese students due to malnutrition
- Continuous efforts to gradually reduce salt, sugar and fat
- Implementation of nutrition labeling system for school meals and allergy-causing food labeling system
- Operation of safe meals by using eco-friendly and quality-certified food materials

### Training for Cooking Staffs

- Participants: All cooking staffs
- Conducting training sessions at least once a month, and education sessions, if necessary
- Training contents: 1) Industrial safety education 2) Hygiene education 3) Other education

### Action Plan

Details	Participants	Period
Organization and operation of School Meal Subcommittee	Students/Faculty/Parents	Year-round
Operation of nutrition counseling center	Student/Parents	Year-round
Prevention of food-poisoning	Students/Faculty	Once a semester
Safety and hygiene Education for school cook staffs	School Cook Staffs	Monthly



## 4

## Cultivating Sound Emotion &amp; Personality through Counseling

**Operating Wee Class for School Adaptation Counseling**

- Promote Wee Class (at the beginning of each semester)
- Create a student-friendly environment so that visitors feel welcome in the Wee Class
- Provide counseling for those who have been involved in school violence and/or are struggling with intrapersonal or interpersonal issues

**Student Emotional/Behavioral Characteristic Test and Follow-up**

- Conduct Student Emotional/Behavioral Characteristic Test on all 10<sup>th</sup> graders
- Students requiring special attention: Homeroom and/or the counseling teachers offer counseling sessions for students who are in need of special attention based on the test results (additional tests may be administered if necessary)
- Refer students to specialized institutions for continuous care: With the parent's consent, the homeroom and counseling teachers can work together in association with outside institutes to provide concerning students necessary help and attention

**Respect for Life Education**

- Create an environment where everyone feels respected by organizing the Committee for Promoting Respect for Life and running a week-long respect-for-life campaign
- Students and faculty complete at least 4 hours of respect-for-life education every year
- Parents will complete at least 1 hour of respect-for-life education every year

**Deliberation Periods for Suspending Students**

- Inform students desiring to suspend their studies about the deliberation period
- Give students the opportunity to carefully deliberate on suspending their studies by offering counseling sessions and related support in order to prevent impulsive decisions

**Action Plan**

Counseling Program		Target	Period
Operating Wee Class		Students/Faculty	Year-round
Student Emotional / Behavioral Characteristic Test	Conduct test	10th graders	Apr.
	Counsel students requiring special attention	Student in question	May.~
	Refer to professional agencies and follow-up service	Student in question	Jun.~
Freshman group counseling		10th graders	Undecided
Respect for life education		Students / Parents / Faculty	Year-round
Operation of Life Respect Week			
Operating deliberation periods for suspending students		Students	Year-round
Operating peer counseling		Parents	Year-round





## 5

## Creating Future-Oriented Educational Environment

## Classroom Equipment

Classroom Type	18 classrooms for 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> grade (6 classrooms for each grade)
Classroom Environment	Laptop Computer / Beam Projector / Devices for Mirroring / White Board / WiFi
Utilization	Class using projector / Zoom on-line class / Class using tablet or mobile phone (mirroring) / Class using individual tablet for all students / Blended learning environment via Zoom

## Special Purpose Classroom

Classroom Type	Science Lab 1 & 2 / Social Studies Lab / Math Lab / Art Lab (5 classrooms)	Language Lab 1 & 2 & 3 (Chinese, Spanish, French) / Music Lab (4 classrooms)
Classroom Environment	Desktop Computer / Beam Projector / Devices for Mirroring / White Board / WiFi / Mic. System	Interactive Smart Board (Mirroring) / PTZ Camera / WiFi / Mic. System
Utilization	Class using projector / Zoom on-line class / Class using tablet or mobile phone (mirroring) / Class using individual tablet for all students	

## Lesson Recording Studio

Classroom Type	1 <sup>st</sup> Floor Conference Room / Career Room / Social Studies Lab / 5 <sup>th</sup> Floor Conference Room (4 classrooms)
Classroom Environment	Laptop Computer / Interactive Smart Board (Mirroring) / PTZ Camera / WiFi / Mic. System
Utilization	Recording on-line video lesson using Interactive Smart Board

## Tablet PC

	For Teachers	For Students
Type & the Number of Devices	Samsung Galaxy Tab S6 Lite (41) iPad Pro 4 <sup>th</sup> Generation (6) iPad Air 4 <sup>th</sup> Generation (5) (Total: 52)	Samsung Galaxy Tab S6 Lite (60)
Utilization	On-line class Class using tablet or mobile phone (mirroring) Recording & editing video lessons	Student rental service Class using tablet





# VIII

## Support for Teacher Professional Development & Educational Activities

1. Teacher Learning Communities
2. Faculty Training Programs
3. Open Class & Joint Open Class Plans
4. Faculty English Program for Teacher Competency Enhancement
5. Intensive Preparation Period for the New School Year
6. Teacher Competency Development Evaluation







## 1

## Teacher Learning Communities

## 2022 List of Teacher Learning Communities

No.	Community	No. of Teachers	Leader	Members	Details
1	English Subject Instruction Studies Team	11	Kwon, Min-jeong	Kim, Mi-sun / Kim, Bo-seok / Kim, Ju-eun / Kim, Tae-ryeon / Park, Min-jae / Ahn, Ye-song / Oh, Nam-kyung / Lee, Yu-jeong / Jo, Hye-yeon / Cha, Min-kyoung	<ul style="list-style-type: none"> <li>Sharing of excellent model lesson plans in English classes and providing feedback</li> <li>Sharing teaching techniques and teaching materials within the English department</li> <li>Seeking ways to cultivate cultural diversity among students during classes</li> </ul>
2	Future Capacity Research Team	7	Kim, Hyun-sun	Lee, Won-yong / Nahm, Jeong-deok / Im, Tae-hyun / Lee, Seung-kyoung / Hwang, Seok-gyu / Kim, Hong-mee	<ul style="list-style-type: none"> <li>Explore advanced information about the changing world and seek concrete ways to survive</li> <li>Share the changed contents of college entrance and seek guidance measures</li> <li>Seeking various career directions according to individual students' aptitude, grades, and activities</li> <li>Explore specific ways to live happily</li> </ul>
3	Self-exploration Writing Team based on Story Therapy Theory	4	Kim, Hyun-sun	Yoon, Won-jeong / Baek, Yeon-jae / Cho, Jung-woo	<ul style="list-style-type: none"> <li>Meeting once a week to study the theory</li> <li>Creating a writing program in interdisciplinary classes</li> <li>Study of story therapy and writing education methods</li> </ul>
4	Career Guidance Research Team	7	Cho, Jung-woo	Lee, Bae-yong / Kim, Mi-sun / Jung, Sun-a / Nam, Sun-ju / Park, Chul-yong / Lee, Yu-jeong	<ul style="list-style-type: none"> <li>Sharing information on college admissions</li> <li>Discussing effective guidance and counseling on college admissions</li> <li>Reading books on college admissions and make presentations</li> <li>Exploring college majors related to various career paths and inquire into guidance approaches</li> </ul>
5	10th Grade Career Guidance and Basic Scholastic Aptitude Guidance	7	Yoon, Won-jung	Baek, Yeon-jae / Yang, Bo-ra / Kim, A-hyun / Jung, In-woo / Jung, Jin / Jang, Ji-hwan	<ul style="list-style-type: none"> <li>Development of Career Guidance Expertise through Periodic Consultation with the homeroom teacher</li> <li>Consultation on integrated support measures for students with basic educational background and psychological support</li> <li>Development of International Talents through Cooperative Living Guidance</li> </ul>
6	Convergence of Art Lesson Research	5	Park, Hyun-sun	Cha, Min-kyoung / Jung, Sun-a / Baek, Yeon-jae / Kim, Mi-sun	<ul style="list-style-type: none"> <li>Aesthetic Exploration Activities by Visiting Art Museums</li> <li>Seeking various art works and teaching methods for curriculum convergence and developing teaching materials</li> <li>Share the improvement plan of creativity and creative teaching methods by subject</li> </ul>
7	Overseas Education and Counseling Team	4	Oh, Nam-kyung	Lee, Yu-jeong / Kim, Hong-mee / Zua Lor	<ul style="list-style-type: none"> <li>Aesthetic Exploration Activities by Visiting Art Museums</li> <li>Seeking various art works and teaching methods for curriculum convergence and developing teaching materials</li> </ul>
8	Local Culture Exploration Team	12	Oh, Nam-kyung	Lee, Yu-jeong / Kim, Hong-mee / Cha, Min-kyoung / Kim, Mi-sun / Kwon, Min-jeong / Ahn, Ye-song / Kim, Bo-seok / Park, Hyun-sun / Jung, Sook-young / Lee, Sung-hyun / Yang, Bora	<ul style="list-style-type: none"> <li>Visiting theatrical culture, cultural properties, museums, cultural tourist attractions, etc. provided by the local community</li> <li>Healing through various experiences in nature by exploring cultural spaces in the community</li> </ul>
9	Economy Research Team	7	Oh, Nam-kyung	Kim, Hyun-sun / Lee, Won-yong / Kim, Hong-mee / Lee, Yu-jeong / Nahm, Jeong-deok / Im, Tae-hyun	<ul style="list-style-type: none"> <li>Understand the world's economic trends by reading economic books together</li> <li>Exploring how to read various economic indicators</li> <li>Finding ways to guide students to their careers in line with changing trends</li> </ul>
10	Convergence Education Research Team	5	Lee, Noo-ree	Oh, Jung-sook / Son, Yu-mi / Jung, Eun-ji / Kim, Tae-ryeon	<ul style="list-style-type: none"> <li>Seeking ways to improve the operation of creative experience activities</li> <li>Discussion on how to operate cultural, artistic, and scientific education programs</li> <li>Discussion on the Activation of Volunteer Activities by School Education Plan</li> </ul>
11	Hermes 2022 (Global Citizenship Education Club)	13	Jung, Jin-sun	Cha, Min-kyoung / Hur, Myoung-sun / Kim, Mi-sun / Kim, Bo-seok / Ahn, Ye-song / Jung, Hyo-whan / Park, Hyun-seon / Jang, Eun-seong / Kim, Jin-young / Kim, Ju-eun / Park, Min-jae / Woo, Hye-young	<ul style="list-style-type: none"> <li>Developing global citizenship education programs and apply them in actual classes</li> <li>Participating in the monthly workshop and the UNESCO global citizenship education workshop</li> <li>Supporting the student global citizenship camp</li> </ul>
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## 2

## Faculty Training Programs

## Annual Plan for Teacher Training Sessions

Month	Topic and Contents	Date	Dept. in Charge
3	Regulations for holding multiple jobs and giving outside lectures	11	Academic Affairs
	Prohibiting learning that goes beyond the grade level	11	Academic Affairs
	Training for Volunteer Work Instruction	11	Convergence Education
	WASC self-evaluation training	25	International Education
	Co-teaching Capacity Improvement Training	25	International Education
	Information on students who need special attention	25	Student Supervision
4	Managing student attendance and the procedure for dealing with unexcused absences	15	Academic Affairs
	Prevention of infringement of educational activities	15	Academic Affairs
	Security issues according to the academic records management stages	15	Academic Affairs
	Guidance to the revised regulations for academic records management according to the academic records management manual revision	15	Academic Affairs
	Precautions for administering the 1 <sup>st</sup> semester midterms	15	Academic Affairs
5	Precautions for making test questions, proctoring, grading and for submitting midterms papers	15	Academic Affairs
	Understanding the admissions process based on the student record books and managing the school records	13	Curriculum
	WASC Evaluation Preparation Training	13	International Education
	Respect for life session for teachers 1	13	Career Guidance
	Workshop on Overseas Education & Counseling for all teachers	13	Overseas Education & Counseling
	Analysis of the 1 <sup>st</sup> semester midterms results and evaluation of achievement	20	Academic Affairs
6	Understanding disabilities	27	Student Supervision
	Preparation for the 1 <sup>st</sup> semester final examination	24	Academic Affairs
	Respect for life session for teachers 2	24	Career Guidance
	Enhancing teachers' competency to lead character-building sessions	24	Convergence Education
	Tuberculosis prevention session	24	Student Supervision
7	Information security and personal information protection	8	Instruction & Learning
	Creating a violence-free school	8	Student Supervision
8	Workshop on analysis on final exam in 1 <sup>st</sup> semester and achievement assessment	19	Academic Affairs
9	Prohibiting learning that goes beyond the grade level	23	Academic Affairs
	Respect for life session for teachers 3	23	Career Guidance
	Preparation for 2 <sup>nd</sup> semester midterm	23	Academic Affairs
10	Faculty first aid and CPR session	21	Student Supervision
	Encouraging innovative mindsets in the learning community (tour of the local community)	21	Instruction & Learning
	Writing recommendation letters for overseas colleges	21	Overseas Education & Counseling
	Workshop on analysis on mid-term exam in 2 <sup>nd</sup> semester and achievement assessment	21	Academic Affairs
11	Guidelines and precautions for school record description	11	Curriculum
	Preparation for the 2 <sup>nd</sup> semester final examination	11	Academic Affairs
	Respect for life session for teachers 4	11	Career Guidance
12	Workshop on analysis on final exam in 2 <sup>nd</sup> semester and achievement assessment	2	Academic Affairs





## 3

## Open Class &amp; Joint Open Class Plans

## Open Class Plan

Subject	Teacher	Course	Topic	Month
Korean Language	Yoon, Won-jung	Korean	Writing exercise using dialogue principle	6
	Lee, Bae-yong	Korean Language in the Global Era A	<i>Jeokbyeokga</i> , unknown author	7
	Lee, Noo-ree	Literature	Reconstruction and re-creation of literary works through media	7
	Cho, Jung-woo	Korean Language in the Global Era B	<b>[Joint]</b> Reading a science text	7
	Park, Hyun-sun	Essay	<b>[Joint]</b> The acceptance of modern cultural properties and the social perception of intellectuals during Gaehanggi	9
	Kim, A-hyun	Korean	<b>[Joint]</b> Mathematic poetry writing	7
	Kim, Hyun-sun	Language and Media	<b>[Joint]</b> Critical reading on social issues (Politics)	10
Math	Kim, Hong-mee	Mathematics I	Exponential and log functions	6
	Woo, Hye-young	Mathematics I	Progression	6
	Jung, In-woo	Mathematics	Equations of circle	6
	Nam, Sun-ju	Probability and Statistics	Statistics	6
	Lee, Byung-heon	Probability and Statistics	Probability and statistics	7
	Han, Yong-ik	Social Science Statistics	Statistics	7
	Jeon, Ji-yoon	Mathematics II	Integral	11
	Lee, Seong-hyun	Mathematics	<b>[Joint]</b> Mathematic poetry writing	7
English	Kwon, Min-jeong	Public Speaking and Presentation Skills A	3 Types of persuasive speeches on questions of facts	9
	Kim, Mi-sun	Advanced English II-A	Discussion based on critical reading	5
	Kim, Ju-eun	English C	Writing opinion paragraph	6
	Kim, Tae-ryeon	Advanced English Writing I-C	Understanding a passage by explaining and summarizing	6
	Park, Min-jae	Advanced English II-C	Improving reading skills	5
	Ahn, Ye-song	Public Speaking and Presentation Skills C	Informative speech	9
	Oh, Nam-kyung	English Literature I	Understanding poetry	5
	Lee, Yu-jeong	English Critical Reading and Writing	Writing a rhetorical analysis essay	6
	Jo, Hye-yeon	Advanced English Reading II-B	Improving reading skills	5
	Cha, Min-kyoung	Public Speaking and Presentation Skills B	Narrative speech	10
	Kim, Bo-seok	Advanced English Reading I-A	<b>[Joint]</b> The mediocrity of Hannah Arendt's evil in Milgram's experiment of obedience to authority	11
History	Kim, Ye-in	Korean History	Efforts to establish a modern nation-state	7
	Jung, Sun-A	Korean History	<b>[Joint]</b> The acceptance of modern cultural properties and the social perception of intellectuals during Gaehanggi	9
	Im, Tae-hyun	AP Modern World History	<b>[Joint]</b> Changing US immigration	6



Subject	Teacher	Course	Topic	Month
Ethics	Seo, Gi-won	Contemporary Society and Philosophy B	Resolution and peace of international conflict	9
	Lim, Soo-ji	Philosophy	<b>[Joint]</b> René Magritte's Philosophy of Languages	4
	Jang, Eun-seong	Contemporary Society and Philosophy A	<b>[Joint]</b> The mediocrity of Hannah Arendt's evil in Milgram's experiment of obedience to authority	11
Social Studies	Jang, Ji-hwan	Integrated Social Studies A	Culture Shift	6
	Kim, Si-ho	Comparative Culture	Data Analysis	4
	Park, Chul-yong	Comparative Culture	Individual, Society, and Socialization	4
	Jung, Hyo-whan	Politics and Law	UN Peacekeeping Operations	6
	Jung, Jin-seon	Politics and Law	The Protection of Human Rights in Criminal Proceedings	11
	Lee, Won-yong	Politics and Law	<b>[Joint]</b> Critical Reading on Social Issues	10
Geography	You, Dong-han	Integrated Social Studies B	The Current State of the World's Population	6
	Hwang, Wan-gil	Local Studies for Understanding the World	The World's Major Conflicts and Disputes	7
	Baek, Yeon-jae	AP Human Geography	<b>[Joint]</b> Changing U.S. Immigration	6
Science	Kim, Jin-young	Integrative Science A	The Evolution of Stars and the Creation of Elements	4
	Oh, Jung-sook	Chemistry I	the electrical properties of chemical bonds	10
	Son, Yu-mi	Science Experiment	Experience diagnostic tools	10
	Yoon, Sang-joon	Integrated Sciences A	Evolution of Organisms	11
	Hwang, Seok-kyu	Earth Science I	<b>[Joint]</b> Science Passage Analysis	7
P.E.	Kim, Byeong-se	Physical Education	Badminton	6
	Park, Yeon-joon	Physical Education	Handball	5
	Lee, Seung-kyoung	Physical Education	<b>[Joint]</b> Sports in the Modern World	10
Music	Jeong, Eun-ji	Music	Daechwita	7
Art	Nahm, Jeong-deok	Art	Independent, Unique and International University	4
Spanish	Jung, Suk-young	Spanish Culture	History of Spanish Culture	5
	Jung, Jin	Spanish I	ser vs estar	6
Chinese	Yang, Bo-ra	Chinese Conversation I	网上买东西又方便又便宜。	5
French	Kim, Hyun-jin	French Conversation II	<b>[Joint]</b> René Magritte's Philosophy of Languages	4
Career Guidance	Hur, Myoung-sun	Career Guidance	Competence for Future	6





### Joint Subject Open Class Plan

Subject	Teacher	Topic	Month
Korean Science	Cho, Jeong-woo	Reading a Science Text	7
	Hwang, Seok-kyu		
Korean History	Park, Hyun-seon	The acceptance of modern cultural properties and the social perception of intellectuals during Gaejanggi	9
	Chung, Sun-A		
Korean Mathematics	Kim, A-hyun	Writing Mathematic Poetry	7
	Lee, Seong-hyun		
Korean Social Studies	Kim, Hyun-sun	Critical Reading on Social Issues	10
	Lee, Won-yong		
English Ethics	Kim, Bo-seok	The mediocrity of Hannah Arendt's evil in Milgram's experiment of obedience to authority	11
	Jang, Eun-seong		
History Geography	Im, Tae-hyun	Changing U.S. Immigration	6
	Baek, Yeon-jae		
Ethics Foreign Languages	Lim, Soo-ji	Rene Magritte and Language Philosophy	4
	Kim, Hyun-jin		
Physical Ed. History	Lee, Seung-kyoung	Sports in Modern History	10
	Kim, Ye-in		



## 4

## Faculty English Program for Teacher Competency Enhancement



## Purpose

- Cultivate teaching skills that can conduct all regular classes in English to meet the purpose of SGHS and improve English communication skills necessary for co-teaching with international teachers
- Improve teacher expertise suitable for implementing international curriculum as a WASC accredited school



## Faculty English Program

- Provide basic courses for teaching in English for 2022 new-coming teachers
- Improve English competency to teach subjects and interact with students in English
- English teachers and other-subject teachers are trained separately for the training's efficiency
  - English teachers : Observe open classes and have feedback sessions
  - Other-subject teachers : Classroom English training with a native English speaker teacher



## Action Plan

Details	Period	Dept. / Teacher in Charge
○ Establish the plan for faculty English program	Mar. 2 (Wed) ~ Mar. 11 (Fri)	Instruction & Learning Dept.
○ Non-English subject teachers - Training for In-class English usage total 10 hours: 1 hour x 10 times (4th period on Monday or Tuesday) - Individual English related work training 15+ hours selective training: included into annual 60 hours work training, online option, submit certification	Apr. 4 (Mon) ~ Jun. 28 (Tue)	Instruction & Learning Dept., International Education Dept.
○ English teachers - Observation of open classes (3 hours) and feedback session (1 hour) - 20 hours in total: 4 hours * 5 times		Instruction & Learning Dept.
○ Completion and evaluation of the program	Jun. 30 (Thu)	Instruction & Learning Dept.





## 5

## Intensive Preparation Period for the New School Year

## Operational Outline

	Details
Period	3 to 5 days during Feb. 2023
Participants	All faculty members including 2023 new-coming teachers
Operational Details	<ul style="list-style-type: none"> <li>. Sharing recognition and problem-solving processes through schoolwide and group discussions</li> <li>. Operating as a professional training course for teachers' learning communities</li> <li>. Securing a budget for the operational expenses</li> </ul>
Operational Contents	<ul style="list-style-type: none"> <li>. Sharing the results of school evaluation and analyzing changes in the educational environment to design 2023 new school yearly plan</li> <li>. Establishment of curriculum plan focusing on student participation-oriented classes and process-oriented evaluation (performance assessment) plans</li> <li>. Consultation on the efficient methods of carrying out on/off-line classes and interactive feedback</li> </ul>

## Operational Direction

- . Sharing the school educational philosophy and vision among all faculty members
- . Design of student-centered educational activities and curriculum

## Action Plan

Details	Period	Dept. in Charge
<ul style="list-style-type: none"> <li>. Analyzing and sharing the results of school evaluation</li> <li>. Planning for 2023 intensive preparation period</li> </ul>	2022. 12 – 2023. 1	Instruction & Learning Dept. 2022 Dept. Heads Meeting 2022 Subject Head Meeting
<ul style="list-style-type: none"> <li>. Discussion on the direction of 2023 schoolwide educational activities</li> <li>. Establishment of 2023 curriculum</li> </ul>		Instruction & Learning Dept. 2023 Dept. Heads Meeting
<ul style="list-style-type: none"> <li>. Department Heads and Second Heads Conference for School Development</li> <li>- Discussion on the direction of 2023 school evaluation</li> <li>- Discussion on major tasks of each department</li> <li>- Discussion on changes in the educational activities</li> </ul>	2023. 2	Instruction & Learning Dept. 2023 Dept. Heads Meeting
<ul style="list-style-type: none"> <li>. Operation of intensive preparation period for 2023</li> <li>- Establishment of open class plan</li> <li>- Planning on HGPD and teachers' learning community</li> <li>- Establishment of curriculum plan focusing on student participation-oriented classes and process-oriented evaluation (performance assessment) plans</li> </ul>	2023. 2	Instruction & Learning Dept. 2023 Dept. Heads Meeting 2023 Subject Heads Meeting 2023 Homeroom Meeting



## 6

## Teacher Competency Development Evaluation

## Teacher Evaluation Summary

	Details
Subject	. Every teacher in SGHS, including Principal, Vice-principal, School Nurse, Nutritionist, Counselor and Temporary Teachers and Instructors
Assessor	. Teacher: 5 other teachers per 1 subject . Student: Homeroom teacher and subject class teachers (excluding Principal and Vice-principal) . Parent: Principal, Homeroom teacher, and at least 1 subject class teacher (at least 3 in sum)
Schedule (Tentative)	. Student Survey: Oct. 24 (Mon) - Oct. 28 (Fri) . Parent Survey: Oct. 31 (Mon) - Nov. 4 (Fri) ※ PTA counseling and open class week: Oct. 31 (Mon) - Nov. 4 (Fri) . Colleague Evaluation: Oct. 31 (Mon) - Nov. 4 (Fri)
Method	. 5-scale checklist per indicator (including "I don't know" in case of parent survey)
Access	. Parent and Student: School Homepage / <a href="http://www.eduro.go.kr">www.eduro.go.kr</a> . Teacher: "Teacher Competency Development Evaluation" tab in NEIS

## Teacher Evaluation Details

Teacher	Evaluation indicator
Principal Vice-Principal	. School Management: School Education Plan, In-school Consulting, Human Resource Management, Facility and Budget
Homeroom and Subject Class Teacher	. Instruction (teaching): Class Preparation, Class Execution, Assessment and Utilization . Guidance (about everyday life): Counseling and Information Offering, Prevention and Guidance of Problematic Behavior, School Life and Personality Guidance
Non-subject Teacher	. Student Support: School Nurse, Nutritionist, School Counselor

## Analyzing and Utilizing of the Teacher Evaluation Results

- Each subject (teacher evaluated) should describe one's own comprehensive opinion after comparing and analyzing the results of self-evaluation, student survey, parent survey and colleague survey. Then they should upload the Competency Development Plan which includes both a self-development plan and a request for support concerning instruction improvement.
- Disclosure of Survey Result: [www.schoolinfo.go.kr](http://www.schoolinfo.go.kr)







# IX

## Department Plans

### ★ 2022 Focus Projects of Each Department

1. Academic Affairs Department
2. Curriculum Department
3. Instruction & Learning Department
4. International Education Department
5. Admissions & Public Relations Department
6. Student Supervision Department
7. Humanities & Gifted Education Department
8. Convergence Education Department
9. Career Guidance and Counseling Department
10. 12th Grade Department
11. 11th Grade Department
12. 10th Grade Department
13. Overseas Education & Counseling Department





## 2022 Focus Projects of Each Department

Department	Focus Projects
Academic Affairs	<ul style="list-style-type: none"> <li>- Stable and flexible academic management through the establishment of Business Continuity Planning</li> <li>- Support the establishment and implementation of a process-based evaluation improvement plan that supports student participation classes</li> <li>- Establishment of an autonomous school operating system through the creation of a cooperative culture in which voluntary participation and communication of faculty members are conducted</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>- Reorganizing the curriculum to help students develop their own careers</li> <li>- Improving fairness and reliability in the preparation and management of student records</li> </ul>
Instruction & Learning	<ul style="list-style-type: none"> <li>- Activating a culture of sharing classes and teachers' consensus by simplifying documents in the teacher learning community</li> <li>- Strengthening teachers' smart education capabilities and supporting remote classes</li> </ul>
International Education	<ul style="list-style-type: none"> <li>- Promotion of WASC re-certification through active participation and cooperation of the school community</li> <li>- Improving the quality of bilingual education by developing co-teaching skills</li> </ul>
Admissions & Public Relations	<ul style="list-style-type: none"> <li>- Reinforce Freshman Orientation Program in order to promote global competency</li> </ul>
Student Supervision	<ul style="list-style-type: none"> <li>- Cultivate positive school culture by promoting student self-governing activities</li> </ul>
Convergence Education	<ul style="list-style-type: none"> <li>- Supporting student-led club activities and operating cultural, artistic, and science education programs</li> </ul>
Humanities & Gifted Education	<ul style="list-style-type: none"> <li>- Student subject research: Cultivating knowledge in humanities by reading and growing together</li> <li>- Expanding collaborative reading and humanities education: reading, discussion, and writing education focused on communication and cooperation</li> </ul>
Career Guidance & Counseling	<ul style="list-style-type: none"> <li>- Development of Employed Alumni Mentoring Program: Expanding Alumni Mentoring</li> <li>- Participation in career exploration and career-related volunteer programs using the Platanus career cafe</li> </ul>
12 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>- Reinforce customized college admissions guidance according to students' career and aptitude</li> </ul>
11 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>- Expanding customized programs for social integration target students</li> <li>- Development of self-directed learning ability according to career path and aptitude and expansion of parent participation</li> </ul>
10 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>- Operation of various educational activities to help freshmen have a substantial school life</li> </ul>
Overseas Education & Counseling	<ul style="list-style-type: none"> <li>- Enhance customized overseas college admissions guidance through collaboration</li> </ul>



## 1

## Academic Affairs Department

Duty	Contents	Period
Work Ethics and Regulations	<ul style="list-style-type: none"> <li>Reinforcing the anti-graft policy               <ul style="list-style-type: none"> <li>Faculty training on anti-graft law and management of the training roster</li> <li>Anti-graft oath papers will be signed by incoming teachers and be archived</li> </ul> </li> </ul>	Mar.
	<ul style="list-style-type: none"> <li>Elimination of illegal contribution and bribery               <ul style="list-style-type: none"> <li>Faculty training on eliminating illegal contribution and bribery</li> <li>Training for eliminating illegal contribution and bribery for parents and Steering Committee members</li> </ul> </li> </ul>	Mar., Sep. Mar., Nov.
	<ul style="list-style-type: none"> <li>Teachers serving as public officials in accordance with the Code of Conduct               <ul style="list-style-type: none"> <li>Training on Code of Conduct for Public Officials</li> <li>Training on fair work division and instruction</li> </ul> </li> </ul>	Mar. Sep.
	<ul style="list-style-type: none"> <li>Training on regulations associated with serving two posts and giving lectures outside the campus</li> </ul>	Mar.
	<ul style="list-style-type: none"> <li>Training on educational activity protection</li> </ul>	Apr., Sep.
Faculty Personnel and Personnel Advisory Committee	<ul style="list-style-type: none"> <li>Faculty personnel               <ul style="list-style-type: none"> <li>Management of faculty size</li> <li>Recruit teachers through transfer and invitation</li> <li>Recruit temporary teachers</li> <li>Organize Personnel Advisory Committee and establish detailed employment plans</li> <li>Handle early retirements</li> </ul> </li> </ul>	Year-round Nov.-Dec. Year-round Year-round Jun., Oct.
	<ul style="list-style-type: none"> <li>Personnel Advisory Committee               <ul style="list-style-type: none"> <li>Organize Personnel Advisory Committee</li> <li>Gather opinions and reflect them in recruitment</li> <li>Select recipients for teacher awards and discuss other teacher-related issues</li> <li>Organize Multi-dimensional Evaluation Committee</li> </ul> </li> </ul>	Year-round Year-round Year-round Year-round
	<ul style="list-style-type: none"> <li>Publish regulations book</li> </ul>	Year-round
Academic Affairs and Events	<ul style="list-style-type: none"> <li>Academic affairs               <ul style="list-style-type: none"> <li>Finalize the academic schedule for the next school year (based on opinions of faculty, students, parents)</li> <li>Implement academic schedule</li> </ul> </li> </ul>	Dec.-Feb. Year-round
	<ul style="list-style-type: none"> <li>School events               <ul style="list-style-type: none"> <li>Supervise the student-led assembly</li> <li>Plan and host the entrance ceremony</li> <li>Plan and host end of semester and graduation ceremony</li> </ul> </li> </ul>	May Jan.-Mar. Dec.-Feb.
	<ul style="list-style-type: none"> <li>Establishing evaluation plans               <ul style="list-style-type: none"> <li>Establishing and revising yearly education plans</li> <li>Reviewing validity of performance assessment</li> <li>Public announcement of evaluation related information</li> </ul> </li> </ul>	Mar. Mar., Aug. Year-round





Duty	Contents	Period
Management of Assessment and School Academic Records	<ul style="list-style-type: none"> <li>· Management of standardized tests               <ul style="list-style-type: none"> <li>- Reviewing exam papers, examination related papers</li> <li>- Management of the whole examination process (faculty and student training)</li> <li>- Wrapping exam papers, announcing cut-off scores</li> <li>- Collecting meeting minutes regarding answers and assessment plans revision</li> <li>- Management of the student response papers and OMR card processing</li> </ul> </li> </ul>	Apr.-Dec. Apr.-Dec. Apr.-Dec. Apr.-Dec. Apr.-Dec.
	<ul style="list-style-type: none"> <li>· Academic Performance Management Committee               <ul style="list-style-type: none"> <li>- Regulations regarding academic performance (revision, approval of the steering committee, announcement through school newsletter)</li> <li>- Manage the Academic Performance Management Committees</li> </ul> </li> </ul>	Year-round Year-round
	<ul style="list-style-type: none"> <li>· Training on prohibiting instruction and learning beyond grade level</li> </ul>	Mar., Sep.
	<ul style="list-style-type: none"> <li>· School academic records               <ul style="list-style-type: none"> <li>- Management of academic records of standardized tests</li> <li>- Collect performance assessment records and review scores of each subject</li> <li>- Process OMR cards for school contests and surveys, produce various score-related data</li> <li>- Issue English transcripts (individual transcripts, English transcript of all grades)</li> </ul> </li> </ul>	Year-round Jun., Nov. Feb. Feb.
Faculty Meeting	<ul style="list-style-type: none"> <li>· Faculty meeting               <ul style="list-style-type: none"> <li>- Agendas for the weekly meetings</li> <li>- Support for various faculty training</li> <li>- Upload weekly meeting materials via school website</li> </ul> </li> </ul>	Year-round Year-round Year-round
Classes	<ul style="list-style-type: none"> <li>· Management of school schedule               <ul style="list-style-type: none"> <li>- Organizing and implementing school schedule</li> <li>- Handling and notifying changes in school schedule</li> <li>- Draw up proctoring schedule for standardized tests</li> </ul> </li> </ul>	Feb., Jul. Year-round Apr.-Dec.
	<ul style="list-style-type: none"> <li>· Management of makeup classes and making payments to substitutes               <ul style="list-style-type: none"> <li>- Managing makeup classes and making payments to substitutes</li> <li>- Management of monthly payments for part-time instructors</li> </ul> </li> </ul>	Year-round Year-round



## 2

## Curriculum Department

Duty	Contents	Period
Curriculum Organization and Implementation	<ul style="list-style-type: none"> <li>Curriculum organization and implementation               <ul style="list-style-type: none"> <li>Organize curriculum in accordance with the school foundation principles and demands of the students and parents</li> <li>Update list of approved courses (newly approved course, online courses for unavailable courses, UP curriculum)</li> <li>Survey and organization of elective courses</li> <li>Allocate class hours to teachers</li> </ul> </li> </ul>	Year-round Apr., Sep.  Sep.-Dec. Feb.
	<ul style="list-style-type: none"> <li>Implement Academic Curriculum Committee               <ul style="list-style-type: none"> <li>Analyze current curriculum through the Academic Curriculum Committee (TF team)</li> <li>Discuss academic curriculum organization for freshmen</li> </ul> </li> </ul>	Apr.-May. Sep.-Nov.
	<ul style="list-style-type: none"> <li>School curriculum in accordance with the village</li> </ul>	Year-round
Management of NEIS Authority	<ul style="list-style-type: none"> <li>Management of NEIS authority               <ul style="list-style-type: none"> <li>Management of the NEIS system and serving as the institute master</li> <li>Granting and withdrawal of NEIS authority by teachers</li> </ul> </li> </ul>	Year-round Year-round
Management of School Record Book (Student Profile Record)	<ul style="list-style-type: none"> <li>Management of school record book               <ul style="list-style-type: none"> <li>Training on guidelines for the school record book description</li> <li>Reviewed by teachers and students</li> <li>Review of revision issues</li> </ul> </li> </ul>	May., Nov. Nov.-Feb. Year-round
Registration	<ul style="list-style-type: none"> <li>School registration               <ul style="list-style-type: none"> <li>Handle changes in registration such as transfers and dropouts</li> <li>Handle work related to transfers and admissions</li> <li>Processing and public announcements of statistics related to school registration</li> </ul> </li> </ul>	Year-round Jan.-Feb. Year-round
Curriculum Core Schools	<ul style="list-style-type: none"> <li>Implementation of curriculum core schools               <ul style="list-style-type: none"> <li>Establish plans (curriculum, budget) and selection of students</li> <li>Manage the core school (classes on Saturdays)</li> <li>Career-related camp and cultural experience camp</li> <li>Training and consulting</li> <li>Writing an operation progress report</li> </ul> </li> </ul>	Dec.-Feb. Year-round May., Nov. Year-round Feb.
Awards	<ul style="list-style-type: none"> <li>School and Outside Awards               <ul style="list-style-type: none"> <li>Establish plans for awards</li> <li>Host Small Award Ceremony</li> <li>Management of school and outside awards</li> </ul> </li> </ul>	Mar. May.-Dec. Year-round
Broadcasting	<ul style="list-style-type: none"> <li>School Broadcasting               <ul style="list-style-type: none"> <li>Broadcasting facilities management and inspection</li> <li>Head of student education and operation of broadcasting club</li> <li>Support for broadcasting of various school events and mock test broadcasting (listening evaluation)</li> </ul> </li> </ul>	Year-round
Textbook	<ul style="list-style-type: none"> <li>Management of the educational resources               <ul style="list-style-type: none"> <li>Selection of teachers' resource book and students' workbook</li> <li>Management of auxiliary textbooks and English textbooks</li> <li>Request for textbooks through NEIS and distribute textbooks</li> </ul> </li> </ul>	Mar. May.-Dec. Year-round





## 3

## Instruction &amp; Learning Department

Duty	Contents	Period
Establish School Yearly Plan and Improve School Program	<ul style="list-style-type: none"> <li>Annual School Development Seminar (Session for Dept. Head and 2nd Head)               <ul style="list-style-type: none"> <li>School programs evaluation</li> <li>Establish school education plans for the next school year</li> </ul> </li> </ul>	Feb. Year-round
	<ul style="list-style-type: none"> <li>School evaluation               <ul style="list-style-type: none"> <li>Set evaluation indicator</li> <li>Draw up evaluation questions and conduct survey</li> <li>Analyze evaluation results</li> <li>Teacher training session based on the school evaluation results</li> </ul> </li> </ul>	Feb.-Mar. Jul. Nov. Dec.
	<ul style="list-style-type: none"> <li>Autonomous school discretionary evaluation               <ul style="list-style-type: none"> <li>Set evaluation indicator</li> <li>Submit a school self-assessment report in a designated period</li> <li>Application for extension of designation of autonomous schools</li> <li>Training of autonomous school evaluating faculty</li> </ul> </li> </ul>	Mar.-Apr. Apr. Sep. Dec.
	<ul style="list-style-type: none"> <li>Faculty meeting (school evaluation and education plan)               <ul style="list-style-type: none"> <li>Summer faculty training sessions</li> <li>Teacher meeting in preparation for the new school year</li> <li>School Development Meeting for all faculty</li> </ul> </li> </ul>	Aug. Feb. Feb.
	<ul style="list-style-type: none"> <li>Workshop for department heads</li> </ul>	Dec.
	<ul style="list-style-type: none"> <li>Training sessions for incoming teachers</li> </ul>	Mar.
	<ul style="list-style-type: none"> <li>Overall management of the projects assigned by the SMOE               <ul style="list-style-type: none"> <li>School Discretionary Projects</li> <li>Projects for a Specific Purpose</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>Conduct various surveys on teachers</li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>Consulting               <ul style="list-style-type: none"> <li>Discretionary consulting, consulting by district, consulting by SMOE superintendent</li> <li>Consulting by other school teachers</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>Longitudinal studies               <ul style="list-style-type: none"> <li>Longitudinal studies on Seoul education</li> <li>Longitudinal studies on Korean education</li> </ul> </li> </ul>	Year-round
Improving Teacher Expertise	<ul style="list-style-type: none"> <li>Professional development               <ul style="list-style-type: none"> <li>Evaluation system for professional development</li> <li>Analyzing results and making plans for improvements</li> <li>Support for individualized professional development</li> </ul> </li> </ul>	Sep.-Nov. Nov. Year-round
	<ul style="list-style-type: none"> <li>Support for teacher professional development</li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>Faculty training session               <ul style="list-style-type: none"> <li>Training sessions</li> <li>Customized job training sessions</li> <li>Cultural sessions for all faculty members</li> <li>Learning community focused on fostering innovative minds</li> </ul> </li> </ul>	Year-round Year-round Year-round Oct.



Duty	Contents	Period
	- Check fulfillment of mandatory training sessions and publish related materials	Dec.
	· English sessions for building teacher competency	Year-round
	· Open classes and joint open classes - Collect materials related to class observations - Manage schedule for open classes - Manage schedule for class observations	Apr.-Nov.
	· Learning community (in accordance with the school discretionary project) - Learning community focused on preparation of the new school year - Learning community within the school - Collect results of the learning community and publish related materials	Feb. Mar.-Dec. Year-round Dec.
	· Teacher research - Support for teacher research activity	Year-round
Support for Instruction and Learning	· Educational equipments - School equipment inspection and repair, management and renting supplies - Manage equipment for smart education support	Year-round
	· Support for smart education - Educational software purchase and use - Smart education support plan based on needs analysis - Assign multimedia helpers and manage and upgrade the educational devices	Year-round
	· Support online lessons - Equip classrooms for recording and live streaming lessons; establish studio - Educational training for live streaming lessons	Year-round
School Intranet Management	· School Intranet Management - School intranet maintenance - School information security supervision and management of the "My PC Protector" - Management of the Cool Messenger	Year-round







## 4

## International Education Department

Duty	Contents	Period
WASC Accreditation	<ul style="list-style-type: none"> <li>· WASC accreditation               <ul style="list-style-type: none"> <li>- Write Self-Study Report</li> <li>- Gather evidence related to WASC accreditation</li> </ul> </li> </ul>	Year-round Year-round
	<ul style="list-style-type: none"> <li>· International seminars (EARCOS. East Asia Regional Council of Schools)               <ul style="list-style-type: none"> <li>- Participate in seminars and write reports</li> <li>- Develop and revise the international curriculum</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Action plan implementation               <ul style="list-style-type: none"> <li>- Meetings of WASC Leadership Team, Focus Group, Home Group</li> <li>- Create materials for English classes and incorporate them in instruction and learning</li> </ul> </li> </ul>	Year-round
Co-teaching and English Instruction Support	<ul style="list-style-type: none"> <li>· Management of international teachers               <ul style="list-style-type: none"> <li>- International teacher discretionary evaluation, work performance management</li> <li>- Manage international teacher contract process</li> <li>- Meetings with the international teachers</li> </ul> </li> </ul>	Year-round Jun.-Aug., Nov.-Feb. Year-round
	<ul style="list-style-type: none"> <li>· Co-teaching with international teachers               <ul style="list-style-type: none"> <li>- Arrange co-teaching classes for the 1st and 2nd semester</li> <li>- Student Satisfaction Survey on co-teaching class</li> </ul> </li> </ul>	Feb. Dec.
	<ul style="list-style-type: none"> <li>· English conversation classes for faculty members               <ul style="list-style-type: none"> <li>- Arrange the classes by subject groups (instructor, time, place)</li> <li>- Have the English conversation classes</li> </ul> </li> </ul>	Feb., Aug. Mar.-Dec.
International Exchange Programs	<ul style="list-style-type: none"> <li>· Promotion of international cultural understanding education               <ul style="list-style-type: none"> <li>- Online academic and cultural exchange</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Make arrangements for the visitors from the sister schools and overseas institutions</li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· English school website content management</li> </ul>	Year-round
Joint Academic Conference of the Global Schools	<ul style="list-style-type: none"> <li>· Meeting among teachers in charge of the Joint Academic Conference               <ul style="list-style-type: none"> <li>- Finalize schedule and select topic</li> </ul> </li> </ul>	Apr.
	<ul style="list-style-type: none"> <li>· Hold in-school preliminary contest               <ul style="list-style-type: none"> <li>- Select SGHS representatives and commentator</li> </ul> </li> </ul>	Jun.
	<ul style="list-style-type: none"> <li>· Coach SGHS representatives</li> </ul>	Jul.-Oct.
	<ul style="list-style-type: none"> <li>· Participate the Joint Academic Conference</li> </ul>	Oct.
Reinforce English Education	<ul style="list-style-type: none"> <li>· English Camp               <ul style="list-style-type: none"> <li>- International teachers run the summer and winter English camp for students and incoming students (2023 freshmen)</li> </ul> </li> </ul>	Jul., Jan.
	<ul style="list-style-type: none"> <li>· 10<sup>th</sup> grade English conversation classes as creative experiential activities (Developing English proficiency skills)               <ul style="list-style-type: none"> <li>- Create textbook</li> <li>- Pre-interview</li> <li>- English conversation classes</li> <li>- Post-interview and description for the school record books</li> </ul> </li> </ul>	Feb. Apr., Aug. Apr.-Jul., Aug.-Dec. Jul., Dec.
	<ul style="list-style-type: none"> <li>· English contests               <ul style="list-style-type: none"> <li>- School English contests (essay/presentation)</li> <li>- Provide information on outside English contests</li> </ul> </li> </ul>	Jun. Year-round
	<ul style="list-style-type: none"> <li>· English journal, "Amaranth"</li> <li>· Provide guidance for English newspaper club, Amaranth</li> </ul>	Nov. Year-round



## 5

## Admissions &amp; Public Relations Department

Duty	Contents	Period
Promoting SGHS	<ul style="list-style-type: none"> <li>· Establish a school promotion plan               <ul style="list-style-type: none"> <li>- Publish and distribute school calendar</li> <li>- Publish promotional leaflet (Korean, English)</li> <li>- Manage the Historia room (SGHS archives)</li> </ul> </li> </ul>	Mar. Jul.-Aug. Year-round
	<ul style="list-style-type: none"> <li>· Campus tours               <ul style="list-style-type: none"> <li>- SGHS student ambassador: selection, education, participation in school events, performance evaluation</li> <li>- Host campus tours through appointment (via school website)</li> </ul> </li> </ul>	Year-round Apr., Jun., Jul.
Freshmen Admissions	<ul style="list-style-type: none"> <li>· School Admissions Committee               <ul style="list-style-type: none"> <li>- Organize School Admissions Committee</li> <li>- Draw up and ask for approval of the 2023 freshmen admissions process</li> <li>- Deliberate and finalize details for the freshmen selection</li> <li>- Finalize the list of 2023 accepted applicants</li> </ul> </li> </ul>	Apr. Jun. Mar.-Dec. Dec.
	<ul style="list-style-type: none"> <li>· Freshmen Admissions               <ul style="list-style-type: none"> <li>- Establish plans and hold training sessions for freshmen admissions</li> <li>- Training sessions for freshmen admissions</li> <li>- Freshmen selection day</li> <li>- Offer phone counseling regarding freshmen admissions</li> <li>- Update the admissions page in the SGHS website</li> </ul> </li> </ul>	Apr. Jun.-Aug. Dec. Year-round Year-round
Global Leader Award	<ul style="list-style-type: none"> <li>· Global Leader Award               <ul style="list-style-type: none"> <li>- Establish plans for Global Leader Award</li> <li>- Organize Global Leader Award Review Board</li> <li>- Promote the Global Leader Award</li> <li>- Register candidates and select recipients of the Global Leader Award</li> </ul> </li> </ul>	Mar. Apr. May Jun.-Aug..
Freshmen Orientation	<ul style="list-style-type: none"> <li>· Freshmen orientation               <ul style="list-style-type: none"> <li>- Manage the programs for the freshmen orientation</li> <li>- Provide traffic guidance on the first and last day of orientation</li> <li>- Provide supplementary plan for absentees of the freshmen orientation</li> <li>- Hand over any useful data gathered during the freshmen orientation (Academic Affairs Dept., 10<sup>th</sup> Grade Dept., etc.)</li> <li>- Evaluate the freshmen orientation</li> </ul> </li> </ul>	Jan. 2023





## 6

## Student Supervision Department

Duty	Contents	Period
School Violence · Safety Education and Supervision	<ul style="list-style-type: none"> <li>· School violence               <ul style="list-style-type: none"> <li>- Organize Independent Committee for School Violence</li> <li>- School violence prevention education: students (once per month), parents and faculty (once per quarter)</li> <li>- Child abuse prevention education: Once every 6 months</li> <li>- Missing, abduction prevention education: once per quarter</li> </ul> </li> </ul>	Year-round Year-round 2 sessions Year-round
	<ul style="list-style-type: none"> <li>· Safety education               <ul style="list-style-type: none"> <li>- Establish plan for safety education</li> <li>- Education on everyday safety, traffic safety, preventing violence, personal safety, drug and internet addiction, disasters, career, first aid</li> <li>- Disaster response exercise</li> </ul> </li> </ul>	Mar. Year-round Year-round
	<ul style="list-style-type: none"> <li>· Supervision               <ul style="list-style-type: none"> <li>- Assign teacher in charge of promoting positive character in the dormitory</li> <li>- Organize School Discipline Committee</li> <li>- Anti-smoking education: Week-long anti-smoking campaign</li> <li>- Safety instruction during lunchtime, before and after school hours</li> <li>- Select recipients of the SGHS Model Student Award</li> </ul> </li> </ul>	Mar. Year-round Mar. May 2 sessions (per semester)
Student-led Activities	<ul style="list-style-type: none"> <li>· Strengthening student-led organization and activities               <ul style="list-style-type: none"> <li>- Election of class president and vice-president for 1st and 2nd semester</li> <li>- Organize student congress for the 1st semester &amp; Election of the next student court members</li> <li>- Regular class meetings and student-led assembly per semester</li> <li>- Meetings with school principal and department heads</li> </ul> </li> </ul>	May., Jun., Aug.,  Aug. Aug.
	<ul style="list-style-type: none"> <li>· Student leadership training               <ul style="list-style-type: none"> <li>- Student leadership training for 2nd semester student officials (leadership fostering programs, discussion on student council projects)</li> </ul> </li> </ul>	Aug.
	<ul style="list-style-type: none"> <li>· Student Self-Governing Activities of Self-Governing and Responsible Students through the Student Participation Budget System               <ul style="list-style-type: none"> <li>- Operation of events centered on the student council and budget execution</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Organize the Student Advisory Committee</li> </ul>	Mar.
Dormitory	<ul style="list-style-type: none"> <li>· Concentrate on the character-building focus areas               <ul style="list-style-type: none"> <li>- Education on the revised dormitory regulation</li> <li>- Active character-building guidance independent from points system</li> <li>- Select and promote one character-building focus area by quarter</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Reinforcing student-led activities               <ul style="list-style-type: none"> <li>- Student-led organizations (student congress, student court, Seon Dobu, etc.)</li> <li>- Preventing verbal and physical violence, suicide and bullying, sexual violence</li> <li>- Award students with positive character per semester (including students who actively participated in the morning taekwondo session)</li> </ul> </li> </ul>	Year-round



Duty	Contents	Period
	<ul style="list-style-type: none"> <li>· Various training and practice sessions                             <ul style="list-style-type: none"> <li>- Fire drill, emergency evacuation drill</li> <li>- First aid education</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Health education                             <ul style="list-style-type: none"> <li>- Morning hiking and taekwondo (10<sup>th</sup> grade)</li> <li>- Education on 3 balanced meals a day</li> <li>- Education on getting a good night's sleep</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Promoting nurturing good habits                             <ul style="list-style-type: none"> <li>- Promoting personal hygiene and communication</li> <li>- Creating a studious atmosphere in self-study rooms</li> <li>- Management of a clean laundry room and music broadcasting</li> </ul> </li> </ul>	Year-round
Student Physical Activities	<ul style="list-style-type: none"> <li>· School sports club                             <ul style="list-style-type: none"> <li>- Organize and manage school sports club</li> <li>- Participate in the Seoul School Sports Club League Competition</li> <li>- School League Tournaments</li> </ul> </li> </ul>	Mar. Year-round Dec.
	<ul style="list-style-type: none"> <li>· Morning exercise                             <ul style="list-style-type: none"> <li>- 10<sup>th</sup> grade taekwondo, 11<sup>th</sup> and 12<sup>th</sup> grade hiking</li> </ul> </li> </ul>	Year-round
Awards	<ul style="list-style-type: none"> <li>· Organize Student Award Screening Committee</li> <li>· Nominate the award recipients</li> </ul>	Year-round
Student Health Management	<ul style="list-style-type: none"> <li>· Operate Health office</li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Health check-up and management                             <ul style="list-style-type: none"> <li>- 10<sup>th</sup> grade: Health check-up</li> <li>- 11<sup>th</sup> and 12<sup>th</sup> grade: urine testing, TB (Tuberculosis) testing</li> <li>- Metabolic syndrome testing for faculty (twice a year)</li> </ul> </li> </ul>	2 <sup>nd</sup> semester Apr. May., Oct.
	<ul style="list-style-type: none"> <li>· Health education</li> </ul>	2 <sup>nd</sup> semester
	<ul style="list-style-type: none"> <li>· Sex education and sexual violence prevention education                             <ul style="list-style-type: none"> <li>- Sexual harassment, sex trafficking, sexual violence prevention education for faculty members and students</li> <li>- Handle sexual harassment complaints</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Preventing infectious diseases</li> <li>· Monitor students who need special care</li> </ul>	Year-round Year-round
Integrated Education	<ul style="list-style-type: none"> <li>· Implement integrated education                             <ul style="list-style-type: none"> <li>- Establish individualized education programs</li> <li>- Provide a safe and accessible environment for disabled students</li> </ul> </li> </ul>	Mar. Year-round
	<ul style="list-style-type: none"> <li>· Education on understanding disabilities and promoting disability awareness</li> </ul>	Mar.-Apr.
Student Nutrition Management	<ul style="list-style-type: none"> <li>· School cafeteria management                             <ul style="list-style-type: none"> <li>- Breakfast, Lunch, and Dinner</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Dietary management                             <ul style="list-style-type: none"> <li>- a food allergy investigation</li> <li>- School Meal Satisfaction Survey (once a year)</li> </ul> </li> </ul>	Mar. Year-round
	<ul style="list-style-type: none"> <li>· Dietary Education                             <ul style="list-style-type: none"> <li>- Food poisoning prevention education</li> <li>- Sodium and sugar reduction education</li> <li>- Food Waste Reduction Education</li> </ul> </li> </ul>	Jun Year-round Year-round
	<ul style="list-style-type: none"> <li>· Nutritional Counseling                             <ul style="list-style-type: none"> <li>- Systematic Consultation on Nutrition Issues in Young People</li> </ul> </li> </ul>	Year-round





## 7

## Humanities and Gifted Education Department

Duty	Contents	Period
Student-led Subject Research and School Contests	<ul style="list-style-type: none"> <li>· Student-led Subject Research (SR)               <ul style="list-style-type: none"> <li>- SR classes and SR guidance</li> <li>- Issue collection of excellent Subject Research thesis</li> </ul> </li> </ul>	Mar.,-Dec. Feb.
	<ul style="list-style-type: none"> <li>· School contests               <ul style="list-style-type: none"> <li>- Pureumoe Literary Award</li> <li>- Reading &amp; Debate Contest</li> <li>- Social Studies Contest</li> </ul> </li> </ul>	Jun. May.-Jun. Jul.
Reading, Discussion, Dokdo, Unification Education	<ul style="list-style-type: none"> <li>· Reading and discussion education               <ul style="list-style-type: none"> <li>- Book clubs for faculty and students</li> <li>- Discussions with authors</li> </ul> </li> </ul>	Year-round Oct.
	<ul style="list-style-type: none"> <li>· Dokdo and unification education               <ul style="list-style-type: none"> <li>- Dokdo education week</li> <li>- Unification education week</li> <li>- Special education programs in association with the school curriculum</li> </ul> </li> </ul>	Apr. May. Year-round
Information Library, VERITAS	<ul style="list-style-type: none"> <li>· Plan classes that utilize the library</li> <li>· Education on how to use the library</li> <li>· Purchase and manage books</li> <li>· Operate School Digital Library</li> <li>· Support book clubs for parents</li> </ul>	Year-round Year-round Year-round Year-round Apr.-Nov.
Gifted Education Program	<ul style="list-style-type: none"> <li>· Implement the curriculum for the gifted education center               <ul style="list-style-type: none"> <li>- Educational plan for the gifted education program</li> <li>- Implementation of the gifted education curriculum</li> </ul> </li> </ul>	Mar. May.-Nov.
	<ul style="list-style-type: none"> <li>· Thesis publication and submission of final report               <ul style="list-style-type: none"> <li>- Gifted education program presentation</li> <li>- Submit final program report</li> </ul> </li> </ul>	Oct.-Feb. Oct.-Feb.



## 8

## Convergence Education Department

Duty	Contents	Period
Reinforcing Mathematics and Science Education	Support for mathematics and science education activities - Science room management and science school district management - Science Month Event Progression Science Creative Problem Solving Contest (all grades), Mathematics Contest (3rd grade)	Year-round Year-round May.
Field Trips	Management of the rule book for family field-study trip - Management of field trip guidance and applications for field trip and reports	Year-round
Character Development	Establishing a personality education plan and conducting personality education for faculty members	Year-round Jun.
Club Activities at School	Organize Clubs & Nuri Festival Operation Committee	Mar.
	· Club organization - Evaluate student-led club standards and status confirmation - Produce club operation plan; confirm membership; produce club attendance booklet - Engage in club activities	Mar. Jul., Dec. Mar.-Dec.
	· Evaluate club activity - Confirm attendance and activity record for students in regular clubs - Monitor student-led club activity record - Provide guidance to enter individual comments for club activities in the school record - Confirm the individual comment entries in the school record	Dec. Aug., Dec. May., Oct. Dec.
	· Pureumoe joint club academic conference	Nov.
Volunteer Work	Organize Committee of Volunteer Work	Mar.
	· Training for basics of volunteer works · Develop and implement volunteer activities based on the School Yearly Plan - Multimedia helpers, recycling helpers, AP test helpers, parcel delivery helpers, helpers for academic support, etc.	Mar.-Dec.
	· Evaluation of volunteer work	Feb.
	· Plan for the "Club for Our Village Project" - Exchange the list of participants in the mentoring program with Hyehwa-dong Community Service Center - Mentor-Mentee matching work completed between our students and elementary school students in Hyehwa-dong	Mar.





Duty	Contents	Period
Jongno District Support Projects	<ul style="list-style-type: none"> <li>· Implement the "Club for Our Village Project"               <ul style="list-style-type: none"> <li>- Mentoring for underprivileged elementary students living in Hyehwa-dong</li> <li>- Supporting education and cultural activities for elementary students with weak education</li> <li>- Expenses are used from the "Club for Our Village Project" budget</li> </ul> </li> </ul>	Mar.-Dec.
	<ul style="list-style-type: none"> <li>· Evaluate the "Club for Our Village Project"               <ul style="list-style-type: none"> <li>- Mentoring program participant satisfaction survey</li> <li>- Write the project evaluation report</li> </ul> </li> </ul>	Dec.
Nuri Festival	<ul style="list-style-type: none"> <li>· Preparation for the Nuri Festival               <ul style="list-style-type: none"> <li>- Recruit staff and performance participants, hold auditions, rehearsal</li> </ul> </li> </ul>	Nov.-Dec.
	<ul style="list-style-type: none"> <li>· Nuri Festival: Dec. 26(Mon.), 2022</li> </ul>	Dec.
	<ul style="list-style-type: none"> <li>· Evaluation of the Nuri Festival (Clubs, Student Council, Faculty Evaluate)</li> </ul>	Dec.
Art & Culture Performance: 1-Student-1-Talent Program	Organize Committee of 1-Student-1-Talent Program	Feb.
	<ul style="list-style-type: none"> <li>· Preparation               <ul style="list-style-type: none"> <li>- Arrange the program according to the 10th grade survey for program preference (music, sports, traditional art, etc.)</li> </ul> </li> </ul>	Feb.
	<ul style="list-style-type: none"> <li>· Run the program               <ul style="list-style-type: none"> <li>- Run as discretionary activities for 10<sup>th</sup> graders during 7th period every Wednesday</li> </ul> </li> </ul>	Mar.-Dec.
	<ul style="list-style-type: none"> <li>· Evaluation               <ul style="list-style-type: none"> <li>- Satisfaction survey on 1-student-1-talent program</li> <li>- 2022 1-student-1-talent program presentation</li> </ul> </li> </ul>	Dec.



## 9

## Career Guidance &amp; Counseling

Duty	Contents	Period
Career-related Education	<ul style="list-style-type: none"> <li>· Career-related education               <ul style="list-style-type: none"> <li>- Yearly career-related educational plan</li> <li>- Career aptitude test and analyze results</li> <li>- Guidance on creating individualized career portfolios</li> <li>- Update the school website with career-related news</li> <li>- Management of career news notice board</li> </ul> </li> </ul>	Mar. May Year-round Year-round Year-round
	<ul style="list-style-type: none"> <li>· College and career guidance counseling</li> <li>· Management of career cafe: Platanus Career Cafe is open during lunchtime</li> <li>· Career-related special lectures               <ul style="list-style-type: none"> <li>- Special lectures given by experts</li> <li>- Mentoring sessions with alumni</li> <li>- Career camp and career-related club activities</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Career experience               <ul style="list-style-type: none"> <li>- Management of career experience website, "Dreamway"</li> <li>- Operation of various career exploration competitions (career UCC, career poster, career roadmap presentation, job newspaper creation)</li> </ul> </li> </ul>	Year-round Year-round
Career Guidance	<ul style="list-style-type: none"> <li>· Update the career-related database</li> <li>· Alumni career mentors               <ul style="list-style-type: none"> <li>- Update database of longitudinal studies on alumni</li> <li>- Update alumni information (contact list, general info, etc.)</li> </ul> </li> <li>· Career guidance for parents</li> </ul>	Year-round
Scholarship	<ul style="list-style-type: none"> <li>· Operation of the Student Welfare Review Committee</li> <li>· Understanding the status of scholarship awards</li> <li>· Recommendation and selection of scholarship recipients</li> <li>· Operation of external scholarship associations and faculty scholarship associations</li> </ul>	Year-round
Professional Counseling	Wee Class Operation	Year-round
	Student Emotional and Behavioral Characteristics Test <ul style="list-style-type: none"> <li>- Organize a consultative body for emotional behavioral characteristics test</li> <li>- Conduct tests and counsel students in interest groups</li> <li>- Manage and refer to specialized institutions</li> </ul>	May-
	Life respect (suicide prevention) education <ul style="list-style-type: none"> <li>- Organize Life Respect Committee</li> <li>- Life respect education (students, parents, and faculty)</li> </ul>	Year-round
	School interruption consideration system <ul style="list-style-type: none"> <li>- Organize School Interruption Prevention Committee</li> <li>- Identifying students who exhibits signs of discontinuation (drop-out)</li> <li>- Counsel to prevent dropping out</li> <li>- Operate the school interruption consideration system</li> </ul>	Year-round
	Student rights education <ul style="list-style-type: none"> <li>- Establish student rights education plan</li> <li>- Implement the plan to educate for student rights(students, parents, and faculty)</li> </ul>	Year-round







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12<sup>th</sup> Grade Department

Duty	Contents	Period
College Guidance and College Admissions Database	<ul style="list-style-type: none"> <li>· Homeroom teachers' workshop on college admissions               <ul style="list-style-type: none"> <li>- Share college admissions information based on the school database</li> <li>- Share best cases by grade and admission type</li> <li>- Gather and share early admissions information for 2022 college admissions</li> <li>- Share information with Heads of 10<sup>th</sup> / 11<sup>th</sup> Grade Department and homeroom teachers</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· College guidance for students and parents               <ul style="list-style-type: none"> <li>- Survey of individual students on their college and major preference (Mar.,Jul.)</li> <li>- High points on matriculation criteria of some major colleges</li> <li>- Reviewing student record books and making revisions</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Admissions information sessions of major colleges provided by the college admissions officers</li> </ul>	Apr.-Jun.
	<ul style="list-style-type: none"> <li>· Early admissions               <ul style="list-style-type: none"> <li>- Reviewing and finalizing student record books for early admissions submission</li> <li>- Selecting students for recommendation by the school principal</li> <li>- Guidance on writing cover letters and writing recommendation letters</li> <li>- Completing application and registering for early admissions</li> <li>- Preparing for early admissions interviews</li> </ul> </li> </ul>	Aug.-Dec.
	<ul style="list-style-type: none"> <li>· Regular admissions               <ul style="list-style-type: none"> <li>- Register for CSAT</li> <li>- Reviewing and finalizing student record books for regular admissions submission</li> <li>- Completing application and registering for regular admissions</li> </ul> </li> </ul>	Sep.-Dec.
	<ul style="list-style-type: none"> <li>· Update school database based on the results of early and regular admissions results</li> </ul>	Dec.-Feb.2023
Academic Performance Development	<ul style="list-style-type: none"> <li>· Mock CSAT               <ul style="list-style-type: none"> <li>- Establish educational plans based on mock CSAT results</li> </ul> </li> </ul>	Mar.-Oct.
	<ul style="list-style-type: none"> <li>· After-school programs               <ul style="list-style-type: none"> <li>- Plan and implement 1<sup>st</sup> and 2<sup>nd</sup> semester after-school programs</li> </ul> </li> </ul>	Mar.-Nov.
	<ul style="list-style-type: none"> <li>· Self-study supervision</li> </ul>	Mar.-Nov.
	<ul style="list-style-type: none"> <li>· Guidance for underachieving students and students admitted through the social integration admissions</li> </ul>	Mar.-Nov.
After-CSAT programs	<ul style="list-style-type: none"> <li>· Establish educational plans for the period after the CSAT</li> </ul>	Oct.
	<ul style="list-style-type: none"> <li>· Run after-CSAT programs</li> </ul>	Dec., Jan.
Preparation for the Graduation Ceremony	<ul style="list-style-type: none"> <li>· Select production company for the graduation album</li> </ul>	Mar.-Apr.
	<ul style="list-style-type: none"> <li>· Taking and editing photos for the graduation album</li> </ul>	Apr.-May, Oct.
	<ul style="list-style-type: none"> <li>· Arrange the graduation ceremony (award recipients lineup, special performances, etc.)</li> </ul>	Dec.
	<ul style="list-style-type: none"> <li>· Assessment for graduation</li> </ul>	Dec.



## 11

11<sup>th</sup> Grade Department

Duty	Contents	Period
Academic Performance and Research Competency Development	<ul style="list-style-type: none"> <li>Academic performance development               <ul style="list-style-type: none"> <li>Provide an environment where students are able to focus on their studies in the classrooms and self-study rooms</li> <li>Establish educational plans based on mock CSAT results</li> <li>Utilize the UNIV program (Digital repertoire of student grade records and college information)</li> </ul> </li> </ul>	Year-round Apr., Dec. Year-round
	<ul style="list-style-type: none"> <li>Autonomous inquiry competency               <ul style="list-style-type: none"> <li>Supervise Subject Research and give guidance on thesis writing</li> <li>Establish yearly plans for IR (Individual Report)</li> <li>Encourage students to write IR and give guidance</li> <li>Evaluate IR and select winners for Excellent IR Contest</li> </ul> </li> </ul>	Year-round Mar. Jun., Nov. Jul., Dec.
	<ul style="list-style-type: none"> <li>Idea Factory               <ul style="list-style-type: none"> <li>Organize groups based on career interests and decide the topic of activities</li> <li>Conduct intellectual inquiry activities such as reading, discussion and writing and devise creative works</li> <li>Upload creative works of each group in SGHS Knowledge Sharing and Creating Space and receive feedback</li> </ul> </li> </ul>	Aug. Sep.-Nov. Dec.
Strengthening Personality Education	<ul style="list-style-type: none"> <li>Building positive character               <ul style="list-style-type: none"> <li>Basic etiquette (manners, dress code, etc.)</li> <li>Education on respect for life, violence prevention</li> </ul> </li> </ul>	Year-round
Programs for Social Integration Track Students	Adaptation education <ul style="list-style-type: none"> <li>Adjustment counseling for new students</li> <li>Running a "Seoul Hope Class"</li> </ul>	Year-round
	Education to promote educational background <ul style="list-style-type: none"> <li>Career exploration activities and counseling</li> <li>Run a 1:1 mentoring program for graduates</li> <li>Running a Learning Diary Program</li> </ul>	
	Humanities and Arts Experience Education <ul style="list-style-type: none"> <li>Teacher-accompanied reading and writing program</li> <li>Various experience programs outside the school (exhibition halls, art galleries, etc.)</li> <li>Student-led 'Academy with a Topic'</li> <li>An audio book making</li> <li>Start-up program</li> <li>A basketball club</li> <li>An art class</li> </ul>	





Duty	Contents	Period
College and Career Guidance	<ul style="list-style-type: none"> <li>· Individualized college and career guidance               <ul style="list-style-type: none"> <li>- Mentoring sessions for students on college and career guidance</li> <li>- School record books description and check-up</li> <li>- College guidance for students and counseling for parents</li> </ul> </li> </ul>	Jul., Dec. Year-round Year-round
	<ul style="list-style-type: none"> <li>· College and career guidance workshops for homeroom teachers               <ul style="list-style-type: none"> <li>- Establish educational plans based on the college application and admissions data</li> <li>- Share and analyze cases of college admissions and career paths during homeroom teachers' meetings</li> <li>- Establish a strategic plan based on the admissions information of major colleges</li> </ul> </li> </ul>	Mar., Dec. Year-round Year-round
PTA Meetings	<ul style="list-style-type: none"> <li>· Management and support for PTA               <ul style="list-style-type: none"> <li>- Manage the Parent Committee</li> <li>- Manage PTA meetings</li> <li>- Support the Parent Committee</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· School discretionary project: Building a stronger parent community</li> </ul>	Year-round



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10<sup>th</sup> Grade Department

Duty	Contents	Period
Freshman School Life Guidance	<ul style="list-style-type: none"> <li>· Pre-school year adaptation activities</li> <li>- Support freshmen orientation &amp; English camp</li> <li>- Operate activities on pre-school year adaptation such as writing 'My resolution'</li> </ul>	Feb. Feb. Mar.
	<ul style="list-style-type: none"> <li>· Grade-level and classroom-level adaptation activities</li> <li>- Plan and implement the time capsule burial ceremony</li> <li>- Share student-related information among homeroom teachers</li> <li>- Teach to share and be considerate of others and build positive character</li> <li>- Homeroom teacher's regular support for adjustment to life in school and the dormitories: on-line classroom activities, counseling sessions, etc.</li> </ul>	Jul. Year-round
Academic Achievement Development	<ul style="list-style-type: none"> <li>· Nurture self-directed learning ability</li> <li>- Nurture basic academic competence for on/off-line classes</li> <li>- Monitor self-directed learning in dormitory and at home</li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· National Scholastic Aptitude Exam conduction and assessment</li> <li>- Exam result analysis and identify response strategy</li> <li>- Establish academic strategies based on different levels of scholastic aptitude</li> <li>- Analyze the result and provide feedback</li> </ul>	Mar., Sep., Nov. Year-round
	<ul style="list-style-type: none"> <li>· After-school programs</li> <li>- Establish the yearly plans</li> <li>- Establish after-school programs</li> <li>- Manage vouchers for after-school programs</li> <li>- Conduct needs analysis and satisfaction survey</li> <li>- Operate 10<sup>th</sup> and for-all-grade-level (usually AP/SAT) after-school program</li> </ul>	Mar. Year-round Beginning & end of the semester
	<ul style="list-style-type: none"> <li>· Support for social integration programs</li> <li>- Establish plans and manage programs</li> <li>- Conselling and provision of analysis on academic achievement</li> </ul>	Year-round Mar., May., Sep., Nov.
	<ul style="list-style-type: none"> <li>· Operate the reading program (Idea Factory)</li> <li>- Conduct reading activities by individual and group according to career path and aptitude</li> <li>- Creating, sharing, and supporting in-depth activities of intellectual inquiry activities in connection with the curriculum and career path;</li> </ul>	1 <sup>st</sup> semester 2 <sup>nd</sup> semester
Counseling and College Guidance	<ul style="list-style-type: none"> <li>· Homeroom teachers' meeting for customized college and career guidance</li> <li>- Regular monthly seminar on college and career guidance</li> <li>- Analyze college admission criteria and admission outcome; share notable cases</li> </ul>	Year-round Year-round
	<ul style="list-style-type: none"> <li>· Strengthen career exploration programs</li> <li>- Support career exploration programs</li> <li>- Analyze the school record and support expanding capacity for self-management</li> </ul>	Year-round At the end of 1 <sup>st</sup> and 2 <sup>nd</sup> semester





## 13

## Overseas Education &amp; Counseling Department

Duty	Contents	Period
AP/SAT Center	<ul style="list-style-type: none"> <li>· AP/SAT after-school programs management               <ul style="list-style-type: none"> <li>- Plan, run, and evaluate the after-school program needs based on the survey results</li> </ul> </li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>- AP/SAT exams management</li> <li>- AP Audit courses management</li> <li>- Participate in AP Conference</li> <li>- College Board Membership</li> <li>- AP Exams</li> <li>- SAT/SAT Subject Tests</li> <li>- PSAT/NMSQT</li> </ul>	Year-round Jul. Feb., Mar., Oct., Nov. May Year-round Oct.
Information and Counseling Sessions for Overseas College Admissions	<ul style="list-style-type: none"> <li>· Produce materials on overseas college admissions               <ul style="list-style-type: none"> <li>- Produce a guidebook on overseas college admissions</li> <li>- Guidance on writing cover letters/financial documents</li> <li>- Complete school profile in English</li> <li>- College counselor provides recommendation letters</li> <li>- Issue English transcripts (update English course titles, modify template, gather data, etc.)</li> <li>- Update overseas college application and admissions statistics</li> </ul> </li> </ul>	Feb. Jul.-Feb. 2023 Oct. Oct.-Feb. 2023 Oct.-Feb. 2023 Dec.-May. 2023
	<ul style="list-style-type: none"> <li>· Admissions information sharing</li> </ul>	Year-round
	<ul style="list-style-type: none"> <li>· Register for NACAC/IACAC membership</li> <li>· Participate in domestic and international conferences</li> <li>· Participate in the IACAC seminars</li> </ul>	Year-round Year-round Jul.
	<ul style="list-style-type: none"> <li>· Provide admissions information               <ul style="list-style-type: none"> <li>- Teacher workshops on overseas college admissions (10<sup>th</sup> grade homeroom teachers, 11<sup>th</sup> &amp; 12<sup>th</sup> grade homeroom teachers of classes oriented to overseas college admissions, Heads of 10<sup>th</sup>/11<sup>th</sup>/12<sup>th</sup> Grade Department)</li> <li>- Workshop for all teachers</li> <li>- Information and mentoring sessions for students and parents</li> <li>- College information sessions provided by overseas admissions officers</li> </ul> </li> </ul>	1-2 sessions/year 1-2 sessions/year 1-2 sessions/year Year-round
	<ul style="list-style-type: none"> <li>· Overseas college admissions counseling sessions               <ul style="list-style-type: none"> <li>- Counseling sessions for students</li> <li>- Counseling sessions for parents</li> </ul> </li> </ul>	Year-round Year-round





# X

## Appendices

1. School History & 2022 Enrollment Status
2. 2022 Faculty List
3. 2022 Responsibility Descriptions
4. 2022 School Budget
5. 2022 Homeroom Teachers & Subject Head Teachers
6. School Committee List
7. School Facilities & Floor Plan







## 1

## School History &amp; 2022 Enrollment Status

 School History

Jul. 19, 2007	School Establishment Approval (Act No. 4538)
Mar. 1, 2008	Inauguration of the first principle, Mr. Lee, Byeong Ho
Mar. 3, 2008	1 <sup>st</sup> Entrance Ceremony (154 students)
May 7, 2008	School Opening Ceremony
Dec. 1, 2008	Awarded as Outstanding After-School Programs and Outstanding Autonomous Curriculum Supervision School by Seoul Metropolitan Office of Education (SMOE)
Dec. 20, 2008	Awarded as Exemplary School Facilities by the Ministry of Education, Science and Technology
May 23, 2009	Opening of SGHS Gifted Education Center
Nov. 30, 2009	Awarded for Outstanding Culture and Art Program by the Ministry of Culture, Sports and Tourism
Dec. 15, 2009	Awarded for Outstanding Gifted Education Program by SMOE
Oct. 8, 2010	Awarded at 2010 Korea Good School Exposition by MEST
Dec.10, 2010	Awarded as one of the 100 Exemplary Curriculum Schools by MEST
Mar. 2, 2011	Designated as Curriculum Research School by SMOE (requested by MEST) (2008-2011)
Mar. 2, 2011	Designated as Creative Management School for Curriculum Innovation (School Sports Activation) (Mar. 2011 – Feb. 2014)
Dec. 31, 2011	Awarded for Exemplary Physical Education Program by SMOE
Mar. 1, 2012	Inauguration of the second principle, Ms. Yoon In Seob
Mar. 2, 2012	Designated as a model school for the National Assessment of Educational Achievement (NAEA) by SMOE (Mar. 2012 – Feb. 2014)
Dec. 24, 2012	Extension of Autonomous Curriculum Supervision School (Mar. 2013 – Feb. 2018))
Oct. 17, 2013	Awarded for Beautiful Education by SMOE
Oct. 27, 2013	Awarded at Korea Happiness School Fair by MEST
Oct. 27, 2013	Awarded for Exemplary Curriculum by SMOE
Mar. 1, 2014	Designated as Curriculum Core School (Spanish) (Mar. 2014 – Present)
Mar. 10, 2014	Awarded as School of Outstanding School Evaluation (Area of Educational Activities)
Dec. 31, 2014	Awarded as Curriculum Core School (Spanish) and for Outstanding Career Education Program by SMOE
Jul. 1, 2015	WASC Probationary Accreditation (Jul. 2015 – Jun. 2017)
Sep. 1, 2015	Inauguration of the third principle, Mr. Oh, Nak-hyun
Dec. 31, 2015	Awarded for Exemplary Art Education Program by Ministry of Education
Dec. 31, 2015	Awarded for Exemplary Physical Education Program by SMOE
Dec. 31, 2016	Awarded for Exemplary Seoul Education Promotion by SMOE
Dec. 31, 2016	Awarded as School of Outstanding International Exchange by SMOE
Jul 1, 2017	WASC Accreditation (Jul. 2017 – Jun. 2021)
Dec. 22, 2017	Awarded for Outstanding Career Education Program by SMOE
Dec. 31, 2017	Awarded for Outstanding Foreign Language Education Program by SMOE
Sep. 1, 2018	Inauguration of Our 4 <sup>th</sup> Principal, Ryoo Sung-nam
Dec. 27, 2018	Awarded as School of Outstanding Global Citizenship Education Program selected by SMOE
Aug. 30, 2019	Awarded as 2019 Outstanding School for Eco-Mileage (Energy Saving Effort) by SMOE
Mar. 2019-Feb 2021	Awarded as Global Citizenship Education Special Support School Operation by SMOE
Jun. 2020	Awarded as Futuristic Class Establishment for Smart Education Activation by SMOE
Dec. 2021	Awarded as School of Outstanding Global Citizenship Education Program selected by SMOE
Feb. 2022	12 <sup>th</sup> Graduation (146 students)
Mar. 2022	Inauguration of the 5 <sup>th</sup> Principal, Kim, Han-joo
Mar. 2022	15 <sup>th</sup> Entrance Ceremony (154 students)



## Enrollment Status

### 1) Number of Classes and Students

No. of Class				No. of Students			
10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	total	10 <sup>th</sup>	11 <sup>th</sup>	11 <sup>th</sup>	Total
6	6	6	18	152	126	147	425

### 2) Number of Students by Gender

Grade	Class	1	2	3	4	5	6	Sub-total	Total
10 <sup>th</sup>	Male	5	4	7	6	6	7	35	152
	Female	21	18	19	20	20	19	117	
11 <sup>th</sup>	Male	4	3	4	4	4	6	25	126
	Female	18	18	18	17	17	13	101	
12 <sup>th</sup>	Male	8	8	8	7	7	1	39	147
	Female	18	18	18	19	20	15	108	

## Faculty and Staff Information

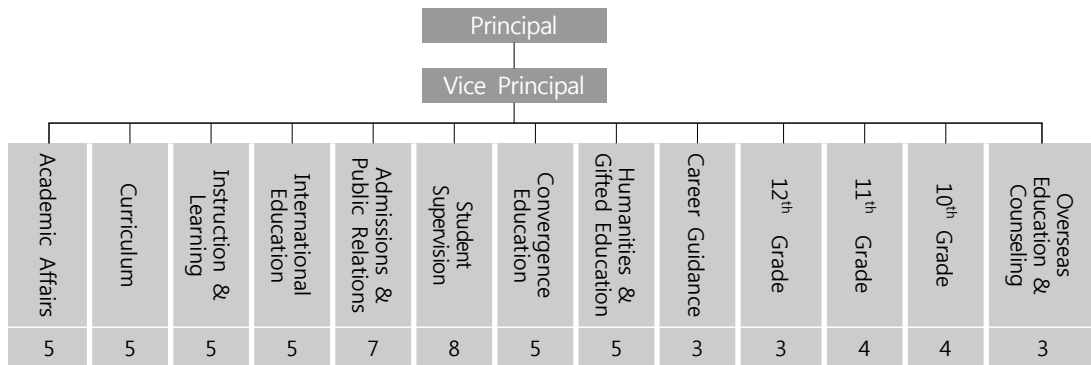
### 1) Faculty Status

Position	Principal	Vice-Principal	Teacher		Total
			Korean	international	
Fixed No.	1	1	60	11	73
No. in Actual Service	1	1	60	11	73

### 2) Faculty by Subject

Classifi- cation	Korean	Math	English	General Social Studies	Social Studies			Science					P. E.	Music	Fine Arts	Second Language			Counselor	Counselor	Nurse	Nutritionist	Total	
					History	Et-hics	Geogra- phy	Physics	stry	Chem-i- ology	Biology	Science				Earth	Chinese	Spanish						French
Fixed No.	7	8	11	6	3	3	3	1	1	1	2	3	1	1	1	1	2	1	1	1	1	1	2	60
No. in Actual Service	M	1	4	5	1	1	2			1	1	2		1										19
	F	6	4	11	1	2	2	1	1	1	1	1	1		1	2	1	1	1	1	1	1	2	41
	Total	7	8	11	6	3	3	3	1	1	1	2	3	1	1	1	2	1	1	1	1	1	2	60
international		1	3	1	1	1			1						1	1	1							11

## Faculty Organization





## 2

## 2022 Faculty List

No.	Subject	Name	Note	No.	Subject	Name	Note
1	Principal	Kim, Han-joo		39	Social Studies	Jung, Hyo-whan	
2	Vice Principal	Park, Sang-hwa		40	Social Studies	Jang, Ji-hwan	1-6
3	Korean	Kim, A-hyeon	1-3	41	Geography	Baek, Yeon-jae	1-1
4	Korean	Kim, Hyon-seon	11 <sup>th</sup> Grade Dept. Head	42	Geography	You, Dong-han	
5	Korean	Park, Hyun-sun	Instruction & Learning Dept. Head	43	Geography	Hwang, Wan-gil	Curriculum Dept. Head
6	Korean	Yoon, Won-jung	10 <sup>th</sup> Grade Dept. Head	44	Physics	Kim, Jin-young	Gifted Program Homeroom
7	Korean	Lee, Noo-ree		45	Chemistry	Oh, Jung-sook	Convergence Education Dept. Head
8	Korean	Lee, Bae-yong	12 <sup>th</sup> Grade Dept. Head	46	Biology	Yoon, Sang-joon	
9	Korean	Cho, Jung woo	3-1	47	Earth Science	Son, Yu-mi	
10	Math	Kim, Hongmee	2-6	48	Earth Science	Hwang, Seok Gyu	2-5
11	Math	Nam, Sun-joo	3-4	49	P.E.	Kim, Byeong-se	Student Supervision Dept. Head
12	Math	Woo, Hye-young	Academic Affairs Dept. Head	50	P.E.	Park, Yeon-joon	
13	Math	Lee, Byung-heon	Humanities & Gifted Ed. Dept. Head	51	P.E.	Lee, Seung-kyoung	2-4
14	Math	Lee, Sung-hyun		52	Music	Jeong, Eun-ji	
15	Math	Chun, Ji-yoon		53	Art	Nham, Jeong-deok	2-2
16	Math	Jung, In-woo	1-4	54	Spanish	Jung, Sook-young	
17	Math	Han, Yong Ik	Admissions & Public Relations Dept. Head	55	Spanish	Jung-jin	1-5
18	English	Kwon, Min-jeong		56	Chinese	Yang, Bo-ra	1-2
19	English	Kim, Mi-sun	3-2	57	French	Kim, Hyun-jin	
20	English	Kim, Bo-seok		58	Career Counselor	Hur, Myoung-sun	Career Guidance & Counseling Dept. Head
21	English	Kim, Ju-eun		59	Counselor	Kang, Seo-young	
22	English	Kim, Tae-ryeon		60	Health	Lim, Su-jeong	
23	English	Park, Min-jae		61	Nutritionist	Kim, Ji-yun	
24	English	Ahn, Ye-song		62	Nutritionist	Na, Han-wol	
25	English	Oh, Nam-kyung	Overseas Education & Counseling Dept. Head	63	Academic Affair Assistant	Jeon, Hwa-young	
26	English	Lee, Yu-jeong	3-6	64	Science Assistant	Yoon, Hae-jin	
27	English	Jo, Hye-yeon		65	Librarian	Lee, Ji-yeon	
28	English	Cha, Min-kyoung	International Education Dept. Head	66	International Teacher	Zua Lor	Social Studies, College Counselor
29	History	Kim, Ye-in		67	International Teacher	Scott Degenkolb	English/ WASC
30	History	Im, Tae-hyun	2-3	68	International Teacher	Nicole Gardner	English
31	History	Jung, Sun-A	3-3	69	International Teacher	Owen Gunning	Math
32	Ethics	Seo, Gi-won		70	International Teacher	Elliot Matheba	Economics
33	Ethics	Lim, Soo-ji		71	International Teacher	Daniel Savage	Social Studies, Ethics, WASC
34	Ethics	Jang, Eun-seong		72	International Teacher	Joyce Ingari	English
35	Social Studies	Kim, Si-ho		73	International Teacher	Matthew Care	Science
36	Social Studies	Park, Chul-yong	3-5	74	International Teacher	Marcos Borges	Spanish
37	Social Studies	Lee, Won-yong	2-1	75	International Teacher	Xie Xuequn	Chinese
38	Social Studies	Chung, Jin-sun		76	International Teacher	Laisney Simon	French



## 3

## 2022 Responsibility Descriptions

Dept. Name	Task	Teacher in Charge	Responsibility Description
1 Academic Affairs	Head	Woo, Hye-young	Overall director of Academic Affairs Dept.
			Organize curriculum and implement School Curriculum Committee
			Overall director of staff management
			Host various meetings (Academic Performance Management Committee, Personnel Advisory Committee, Multi-dimensional Evaluation Committee, etc.)
	2nd Head	Kim, Si-ho	Staff management (faculty size, transfer and invitation, temporary teacher recruitment, early retirement), teacher award, manage teacher responsibility description
			Host various meetings (Multi-dimensional Evaluation Committee, Personnel Advisory Committee, Committee for Teachers' Rights)
			Training sessions for faculty, parents, students (anti-graft sessions, prohibiting instruction beyond grade level, educational activity protection, etc.), run Saeng Saeng Sen Talk
			School schedule management, School events (entrance ceremony, graduation ceremony, End of semester ceremony, etc.), early graduation
			Manage the testing area on CSAT day, administer regular exams (auditorium, 10th grade)
	Assessment 1	Jeon, Ji-yoon	Regular exams (I) (Review of the original draft, management before, during, and after the examination, training of faculty members, production, collection, and review of documents related to the examination)
			Yearly assessment plan (Establish and revise annual evaluation plan, review feasibility of performance evaluation, and disclose information)
			Regulations regarding academic performance management (Management of amendments, preparation of data, drafting of school management committee, and sending home correspondence)
			Academic Performance Management Committee (I), collect meeting minutes regarding answer and assessment plan revision, review and report exam questions that are beyond grade level
	Assessment 2	You, Dong-han	Regular exams (II) (Reviewing the original draft, conducting the examination and managing documents related to the examination, collecting and distributing the questionnaire schedule, packaging the exam paper, announcing the split score, joining the OMR card reading, and managing written answers)
Yearly assessment plan (plan, revise, and review validity of performance assessment)			
Academic Performance Management Committee (II)			
Grading Management	Yang, Bo-ra	Process scores for regular exams, process OMR cards for school contests and surveys, produce various score-related data	
		English transcripts (I)	
Class Schedule	Jung, Hyo-whan	Manage teachers' timetable and daily schedule, make payments for substitutes management of monthly payments for part-time instructors, draw up proctoring schedule for regular exams, inform schedule change	
International Teacher	Owen Gunning	Support assessment-related tasks	
Academic Affair Assistant	Jeon, Hwa-young	Administrative work for Academic Affairs Dept. and class support (prepare for various meetings, faculty meetings, testing area, organize classroom environment, etc.)	
		Create weekly meeting materials, manage school newsletter and e-notices	





	Dept. Name	Task	Teacher in Charge	Responsibility Description
				English transcripts, handle complaints (regarding registration, admissions support)
				Awards support (print out awards and prepare for Small Award Ceremony), support for Planning & PR Dept. (admissions), support for Gifted Education Center, support for Saturday Spanish School
2	Curriculum	Head	Hwang, Wan-gil	All tasks of the curriculum department
		2nd Head	Nam, Sun-joo	Organizing and operating the curriculum (operating the curriculum committee), organizing classes, operating mobile classes (investigating and organizing elective subjects, managing attendance at mobile classes), and early graduation guidance
				Subject approval management (approval of new subjects, online classes for unopened subjects)
				NEIS access management, NEIS certification issuance and re-issuance, class schedule planning, and NEIS operation.
				Organizing time for creative experience activities
		School Record	Kim, Ye-in	School record book (overall management, administration of the correctional register, training of faculty and staff)
				Academic work (handling academic changes such as transfer and dropout, handling academic-related educational statistics, and disclosure of information)
				General information disclosure
		Textbooks and Broadcasting	Jang, Eun-seong	General affairs of textbooks Compiling supplementary textbook materials
				Management of textbook use plan, supervision of education data management
				Management of broadcasting
		Regional Center for Language Education 1	Jung Suk-young	Spanish school (core school) implementation plans and curriculum implementation
				Student selection and management for Spanish school (NEIS) and management of instructors
				Hold classes in Spanish school
				Small Award Ceremony
Regional Center for Language Education 2	Kim Hyun-jin	Establishment of a French-based school operation plan (education schedule, budget practice, evaluation), curriculum operation, student selection & management (NEIS work), instructor management, and classes at French-based schools		
		Operation of Village-Combined School Curriculum		
Math Instructor	Lee, Ju-ri			
International Teacher (French)	Simon Laisney			
International Teacher (Chinese)	Xie Xuequn			
Head	Park, Hyun-sun	Overall director of Instruction & Learning Dept., overall director of consulting, overall director of WASC accreditation		
		Overall director of school evaluation (teacher evaluation, school evaluation, school discretionary evaluation)		
		Create template and review papers related to open class, Home Group meeting, department meetings, teacher research		
2nd Head	Jung, In-woo	Establishing a school education plan, preparing a school education plan, and overseeing the public offering project of the Office of Education		



	Dept. Name	Task	Teacher in Charge	Responsibility Description
3	Instruction & Learning			School development seminars (director planning training, evaluation of school education activities, establishment of educational plans), and intensive preparation period for the new school year (job training of teacher learning community in schools) are operated
				School evaluation, various teacher surveys
				Autonomous school discretionary evaluation
		Information equipment	Hwang, Seok-gyu	Equipment/software purchase and management, customized statistical reporting, homepage management, remote class support, school network management (cool messenger management)
				General affairs of information (copyright and information and communication ethics education, Internet and smartphone usage habits investigation, information security)
		Teacher Training · Teacher Evaluation	Park, Min-jae (Jung, Na-yeon)	Overall planning and management of faculty trainings and professional developments
				Teacher competency development evaluation
				Overall counseling on school activities, affairs related to teacher research, longitudinal studies
		Open Class · Subject Consultation	Kim, Ju-eun	Guidelines and collection of consultative records for the curriculum, seminars on development of each subject (HGPD), various councils, support for curriculum research activities and trainings for faculty and staff
				Lesson plans and course schedules by subjects
				Open classes, class observation
				Teacher learning communities
4	International Education	Head	Cha, Min-kyoung	Overall departmental affairs, international exchange, principals' meeting among global schools
		2nd Head (WASC )	Kim, Bo-seok	Coordination of overseas curriculum certification tasks
				WASC Certification (I) (Create Self Study Report, Prepare and Proceed with Visit, Leadership Team, etc.)
				EARCOS work
		English Education	Kwon, Min-jeong	International exchange, English conversation classes
				WASC certification (II) (evidence portfolio)
				English Camp (summer or winter break)
		International Teacher Support	Kim, Mi-sun	Manage affairs of international teachers
				Bilingual education-related
				HGPD for international teachers
		Joint Academic Conference and English magazine	Ahn, Ye-song	Joint Academic Conference, SGHS academic conference contests, school contests for English essay
				English school homepage management, school English journal "Amaranth" publication
		English version of School Yearly Plan, English camp support		
NSET	Daniel Savage	Support affairs of International Education dept		
NSET	Scott Degenkolb	Support affairs of International Education dept		
NSET	Joyce Ingari	Support affairs of International Education dept		
NSET	Michael Williams	Support affairs of International Education dept		





	Dept. Name	Task	Teacher in Charge	Responsibility Description		
5	Planning and Public Relations	Head	Han, Yong-ik	Overall manager of freshmen admissions Overall director of entrance information sessions		
		2nd Head	Lee, Seong-hyun	Admissions, training for admissions officers		
				Freshmen selection, admissions counseling Freshmen orientation (I)		
				Training for admissions officers, select recipients of the Seoul District Equal Opportunity Scholarship among freshmen, entrance information sessions (I) Update the admissions page in the SGHS website		
				Global Leader Award		
		Public Relations	Jo, Hye-yeon	Publish school calendar, school promotional leaflet		
				Campus tour, school ambassador		
				Entrance information sessions (II), freshmen orientation (II)		
				Management of Historia (school archives)		
		6	Student Supervision	Head	Kim, Byeong-se	Overall director of tasks related to school violence prevention, physical education, health, and counseling Dormitory student supervision, guidance at cafeteria Award, smoke-free school establishment, traffic guidance (for school events / before and after school hours)
				2nd Head	Park, Yeon-joon	School violence prevention education, in charge of school violence
						Education for student daily life (I), establishes policies and regulations related to daily life supervision
Affairs related to uniforms, uniform selection committee operation						
Daily routine supervision, weekly agenda, budget planning, dormitory supervision						
Student Autonomy	Lim, Soo-ji			Student autonomy management, election campaign management		
				Manages NEIS records of the student autonomous organizations		
				Class government retreat planning and operation, student advisory committee formation and operation		
				Student award committee, selection of award recipients		
Physical Education	Lee, Seung-kyoung			Daily routine supervision		
				Overall management of school sports activities, assist social integration programs, sports facilities and equipment management		
				Education for student daily life (II), support social integration program		
Dormitory Safety	Yoon, Sang-joon			Daily student supervision		
				School Life Education Committee		
				Student safety, faculty safety trainings, contagious diseases prevention education, crisis response education		
				Student ID, name tag, cafeteria traffic		
School Nurse	Lim, Su-jung			After-school campus leave, regular campus leave		
				Daily student supervision		
				Health education		
				Monitoring student health, blood donation		
Nutritionist 1	Kim, Ji-yun			Education for student daily life (III) (sex education, domestic violence education, awareness of disability and the disabled, registering school accidents to School Safety and Insurance Federation)		
				Monitoring faculty health		
						Nutrition education and counseling



	Dept. Name	Task	Teacher in Charge	Responsibility Description
				School meal management
		Nutritionist 2	Na, Han-wol	Establish an annual plan for school meals and research on satisfaction and preference of school meals
7	Convergence Education	Head	Oh, Jung-sook	Overall tasks of Convergence Education
		2nd Head	Son, Yu-mi	Operation of personal experience learning (regulation management)
				Establishing a character development education planning and conducting for faculty and staff
				Planning and operation of science and environmental education (management of science labs and science dioceses, conducting science month events, and supporting social integration programs in science education)
		Clubs	Lee, Noo-ree	Support for 1-student-1-talent recital and Nuri festival
				Permanent and autonomous club organization and operation management, regular performance and progress management
				Operation of the Prumoe Club Academic Festival (planning, implementation, and dissertation compilation)
		Art and Culture Education	Jung, Eun-ji	Establishing and operating a Nuri program
				Operate 1-student-1-talent programs and presentations, and support arts and culture education
				Global High School-Science High School Concert Support
		Community Service	Kim, Tae-ryeon (Lee, So-hyun)	Support for Nuri festival
				Community service management
				Jongno-gu Office's educational expense subsidy management
		Science Assistant	Yoon, Hae-jin	School concerts and Nuri festival support
Management of devices and science equipment				
International Teacher	Matthew Care	Filming of open classes, photographer for school events		
		Management of school intranet		
8	Humanities / Gifted Education	Head	Lee, Byung-heon	Managing Humanities/Gifted Education Dept., overall director of gifted education center, overall director of library
		2nd Head	Kim, A-hyeon	Support for humanities and social studies curriculum education and handling tasks related to Korean language curriculum
				Reading exploration, exploration discussion, operation of Purmoe Literature Award, operation of Unification Education Week, operation of Dokdo Education Week
				Support for the operation of social integration programs, planning and publication of school papers (including student activities)
		Global Citizenship Education	Jung, Jin-sun	Plan and run school programs related with GCE and UNESCO
				Social studies-related tasks
Gifted Education 1	Kim, Jin-young	Various education on temporary social issues, democratic citizenship education, SR operation		
		Gifted education center(I) operates the curriculum, write giftedness development records for the 8th grade, manage online classes		
		Cooperate with the administration office, offer guidance to teacher training on gifted education, manage the school website		
				Write the plan and outcome report of gifted education program, report







	Dept. Name	Task	Teacher in Charge	Responsibility Description
				the satisfaction results of teachers, students, and parents
				Plan events (opening and closing ceremony, open class), selection of gifted students
		Gifted Education 2	Seo, Gi-won	Gifted education center(II) operates the curriculum, write giftedness development records for the 9th grade
				Daily log, budget execution, take charge of the part related with budget execution in the outcome report of gifted education program
				Send giftedness development records to middle schools, send text messages to students and parents, make announcements on gifted education programs to teachers, offer guidance to using classrooms for gifted education programs
		Librarian	Lee, Ji-yeon	Overall manager of the school library, inform freshmen on how to use the library, book purchase
Reading (Book Review Contest, library events, book club for parents)				
9	Career Guidance	Head	Hur, Myoung-Sun	Overall director, career guidance, career aptitude test, Global Lectures
				Career-related experience, special lectures
				Career cafe PLATANUS, manage career-related activity room, update notice board
		2nd Head	Jung, Sun-a	Scholarship Parents as career coaches (parent training), update website
				Graduates as career mentors
				Cooperation with external scholarship foundations
		Counselor	Kang, Seo-young	Assist career-related programs
				Overall manager of counseling (Wee Class)
				Overall manager of respect for life education, multicultural education, education on North Korean defectors
				Student emotional-behavioral characteristic test
				School violence prevention education (II), deliberation period for suspension of studies
10	12th Grade	Head	Lee, Bae-yong	Overall director of 12th Grade Dept., admissions information sessions of various colleges, CSAT applications, analyze college admissions results
		2nd Head	Cho, Jung-woo	Review and finalize student record books, graduation album production, select students for recommendation by the school principal
				Manage UNIV
				Manage attendance, programs for after CSAT, year book for graduating class
		12th Grade Education Support	Park, Chul-yong	12th grade after-school programs, interview guidance for early admissions. manage college admissions information
				Mock CSAT and CSAT
		International Teacher	Marcos Borges	Basic school etiquette, assist social integration programs
11	11th Grade	Head	Kim, Hyun-sun	Overall director of 11th Grade Dept. and PTA meetings
		2nd Head	Lee, Won-yong	Overall director of social integration program, Seoul Hope Class planning and operation
				11th grade management of school records and academic evaluation
		Operation	Im, Tae-hyun	Operation of the parents' association, announcements to parents



	Dept. Name	Task	Teacher in Charge	Responsibility Description
12		Support Operation	Nahm, Jeong-deok	11th grade after-school programs
				Overall director of after-school programs, voucher for after-school programs
				11th grade attendance management
				11th career mentoring operation, supports social integration program operation
	10th Grade	Head	Yoon, Won-jung	Overall director of 10th Grade Dept.,
				Overall director of after-school programs
				Freshman orientation support, entrance ceremony
		2nd Head	Baek, Yeon-jae	Overseas education and culture experience learning / support alternative programs
				Planning and operation of 10th grade events
				Basic academic background support, durisam planning and operation
				Support for the operation of volunteer activities in schools
		Operation	Jung, Jin	10th grade programs (time capsule burial ceremony, graduates as career mentors)
				After-school planning and operation
		Support	Jang, Ji-hwan	Operation of after-school programs for the first and non-grade students
				Support for the operation of social integration programs for 10th grade
				10th grade school life records and attendance management
10th grade support for basic living guidance and individual report (IR)				
13	Overseas Education & Counseling	Head	Oh, Nam-kyung	Operation of first-year academic performance evaluation and UNIV
				Support for the operation of overseas educational culture experience/alternative programs
		2nd Head	Lee, Yu-jeong	Overall director of Overseas Education & Counseling Dept., AP coordinator, SAT supervisor, renewal of College Board membership
				Assist Overseas Education & Counseling counseling and serve as translator for students and parents
				Provide overseas college admissions information (II) produce collection of overseas college admissions information (II)
				English transcripts (II)
		AP/SAT	Kim, Hong-mee	Overseas college information exchange (II) (NACAC/IACAC membership, participate in domestic and international conference)
				SAT alternate supervisor, AP conference and workshops, AP Test support, PSAT/NMSQT coordinator
		International Teacher / College Counselor	Zua Lor	Overseas Education & Counseling (students & parents counsel)
				Provide overseas college admissions information (I) Produce collection of overseas college admissions information (I)
Overseas college information exchange (I) (NACAC/IACAC membership, Participate in domestic and international conference)				
AP Course Audit administrator				





### [Administration Office Responsibilities]

No	Title	Name	Responsibility Description	Sub
1	Chief of Administration	Park, Jeong-wha	<ul style="list-style-type: none"> <li>· Overall director of administration</li> </ul>	Lim, Min-ji
2	Vice-chief of Administration	Lim, Min-ji	<ul style="list-style-type: none"> <li>· School accounting – budget and account / monthly school accounting receipt and payment inspection form</li> <li>· Contract management – facility, service, school meal materials</li> <li>· Property management (public property)</li> <li>· General personnel affairs (work and service performance)</li> <li>· Educational environment improvement projects</li> <li>· School facility maintenance</li> <li>· School meal and dormitory management</li> <li>· Security</li> <li>· Weekly duties</li> </ul>	Oh, Jun-seok
3	Chief of Administration Staff	Oh, Jun-seok	<ul style="list-style-type: none"> <li>· Payment</li> <li>· Faculty affairs (leaving and returning to work, temporary personnel contracts)</li> <li>· Educational administration assistant affairs (employment, work and service performance, incentives)</li> <li>· School accounting expenditures (instructor fees, payment)</li> <li>· Welfare, insurance, government employees pension, mutual aid association (credit union)</li> <li>· National Tax Service report (daily wage earning income, etc.)</li> <li>· Revenues and expenditures other than cash execution</li> </ul>	Lim, Min-ji
4	Administration Staff	Han, Seung-bin	<ul style="list-style-type: none"> <li>· School accounting expenditures (excluding beneficiary, personnel expenses, credit card expenditures)</li> <li>· Travel costs (within and beyond district under jurisdiction, training sessions)</li> <li>· Steering Committee (gathering and hosting the committee, reporting results)</li> <li>· Property management (property acquisition and disposition)</li> <li>· Facility maintenance and inspection (small-sized facility management)</li> <li>· Report on regular facility maintenance and inspection (drinking water, air quality, reservoir, etc.)</li> <li>· Tax affairs (Quarterly report on VAT)</li> <li>· Educational statistics</li> <li>· School store management</li> <li>· Transparent financial affairs and business expenses</li> </ul>	Oh, Jun-seok
5	Treasurer	Ko, Euni	<ul style="list-style-type: none"> <li>· School accounting (revenue)</li> <li>· School accounting (expenses borne by the beneficiary)</li> <li>· Financial aid for the low-income students               <ul style="list-style-type: none"> <li>- school tuition, school meal fees, after-school program voucher, outside scholarships, etc.</li> </ul> </li> <li>· Development fund</li> <li>· Time deposit management</li> <li>· Management of international Teachers</li> <li>· Consumable supplies</li> </ul>	Jeon, Su-mi



No	Title	Name	Responsibility Description	Sub
6	Clerk	Jeon, Su-mi	<ul style="list-style-type: none"> <li>· School accounting expenditures (credit card)</li> <li>· Archives management (registration and management of official papers)</li> <li>· Issuing various certificates and official seal management</li> <li>· Staff training</li> <li>· Management of financial papers</li> <li>· Civil defense and night duty record management</li> <li>· Assistance for principal (school event assistance, etc.)</li> </ul>	Ko, Euni
7	Chief of Maintenance Team	Kim, Du-seog	<ul style="list-style-type: none"> <li>· Overall manager of the school facilities</li> <li>· Print services</li> <li>· School facility management – electric devices (main duty), fire safety, boiler, elevator</li> <li>· Handle dormitory facility complaints</li> <li>· Assist in school events</li> <li>· Maintain clean school campus</li> </ul>	Park, Kyoung-su
8	Maintenance Team	Park, Kyoung-su	<ul style="list-style-type: none"> <li>· School facility management (air conditioning and heating, electric devices, boiler, elevator)</li> <li>· Manage incoming and outgoing documents</li> <li>· Handle dormitory facility complaints</li> <li>· Assist in school events</li> <li>· Maintain clean school campus</li> </ul>	Kang, Min-su
9	Maintenance Team	Kang, Min-su	<ul style="list-style-type: none"> <li>· Manager of gas safety</li> <li>· School facility management – boiler (main duty), electric devices, elevator, air conditioning and heating)</li> <li>· Handle dormitory facility complaints</li> <li>· Assist in school events</li> <li>· Maintain clean school campus</li> </ul>	Kim, Du-seog
10	Maintenance Team	Choi, Bo-yong	<ul style="list-style-type: none"> <li>· School facility management (elevator, electric devices, boiler, air conditioning and heating)</li> <li>· Facility supplies, request and manage consumables</li> <li>· Handle dormitory facility complaints</li> <li>· Assist in school events</li> <li>· Maintain clean school campus</li> </ul>	Kang, Min-su





## 4

## 2022 School Budget

Project Title	Detailed Category	Budget (thousand won)
Employment Costs for Staff Substitutes	Employment costs for hiring temporary instructors and teachers	25,080
Teacher Training	Various faculty sessions, Annual School Development Seminar (ASDS), teacher training and travel costs, teacher training instructor employment costs	57,485
School Meals	General management of school meals	38,620
School Health for Students and Faculty	Health check-ups, health supplies purchase	15,495
School Sanitation and Hygiene	Monitoring drinking water and air quality, disinfection	66,058
Student Welfare	School uniform purchase	200
Subject Activities	Textbook purchase, lesson consulting	45,876
Science Curriculum Activities	Subject activities, science administrative assistant	11,040
Physical Education	Subject activities	6,300
Art Programs	Art and music programs	6,820
Foreign Language Programs	English journal publication, international teachers' meeting	8,790
Elective Programs	Unification and Dokdo Education, Subject Research support	2,600
Discretionary Programs	School festival, student-led organization, class management, etc.	23,250
School Trip Financial Support	Student council school trip, overseas culture trip	274,800
Club Activities	Club activities, club academic seminar	30,656
Career-related Activity	Career-related activity, Overseas Education & Counseling	25,190
After-school Programs	After-school program management	1,600
International Education	Sister school cultural exchange, Joint Conference for Global High Schools	30,080
Reading Programs	Library management, book purchase	77,032
Miscellaneous Elective Education Operation	Convergence Education, English Camp, Global Citizenship Education	25,400
Academic Affairs	Academic affairs, freshmen orientation, school public relations	51,685
Student Supervision and Counseling programs	School security personnel, Wee class, counseling programs, health education	31,100
Preventing School Violence	School violence prevention campaign	4,225
Student Safety Education	Student safety education	1,500
School Broadcasting Studio	School broadcasting studio management	2,500
Informatics Education	Educational software purchase, informatics education	42,602
Department Supply	Supplies for each department, fees, business trip	103,449
School Facility Maintenance	Public utility bill, facility management	443,873
Steering Committee	Steering Committee	1,170
Parent Involvement	PTA meetings	3,500
Total		1,457,976



## 5

## 2022 Homeroom Teachers &amp; Subject Head Teachers

Homeroom / 2<sup>nd</sup> Homeroom Teachers

Grade	Class	Homeroom Teacher	2 <sup>nd</sup> Homeroom Teacher	Electives			Student Number
10th	Head	Yoon, Won-jung					154
	1	Baek, Yeon-jae	Kim, Ju-eun	French			26
	2	Yang, Bo-ra	Park, Yeon-joon	Chinese			22
	3	Kim, A-hyun	Lim, Soo-ji	Spanish			26
	4	Jung, In-woo	Son, Yu-mi	Spanish			26
	5	Jung, Jin	Lee, Seong-hyun	Spanish			26
	6	Jang, Ji-hwan	Kwon, Min-jeong	French (10), Spanish (16)			26
11th	Head	Kim, Hyun-sun					126
	1	Lee, Won-yong	Jung, Hyo-whan	Spanish/Chinese/French	Macroeconomics/ Political Science	Biological Science/ Earth Science	22
	2	Nahm, Jeong-deok	Lee, Noo-ree	Spanish	Political Science	Biological Science/ Earth Science	21
	3	Im, Tae-hyun	Kim, Bo-seok	Spanish/Chinese/French	Macroeconomics/ Political Science	Biological Science/ Earth Science	22
	4	Lee Seung-kyong	Yoon, Sang-joon	Spanish	Macroeconomics/ Political Science	Biological Science/ Earth Science	21
	5	Hwang, Seok-kyu	Ahn, Ye-song	Spanish	Spanish	Earth Science	21
	6	Kim, Hong-mee	Jun, Ji-yoon	Spanish/Chinese/French	Macroeconomics/ Political Science	Biological Science/ Earth Science	19
12th	Head	Lee, Bae-yong					147
	1	Jo, Jung woo	Jang, Eun-seong	Spanish/ French			26
	2	Kim, Mi-sun	Jo, Hye-yeon	Spanish/ Chinese			26
	3	Jung, Sun-a	Kim, Ye-in	Spanish/ Chinese			26
	4	Nam, Sun-joo	Park, Min-jae	Spanish			26
	5	Park, Chul-yong	Kim, Si-ho	Spanish/ French			27
	6	Lee, Yu-jeong	Jun, Jin-sun	Spanish/ Chinese/ French			16

## Head of Subject Group

Subject Group	Head Teacher	Subject Group	Head Teacher
Korean	Jo, Jung-woo	Social Studies	Kim, Si-ho
Math	Jun, Ji-yoon	Geography	Baek, Yeon-jae
English	Kwon, Min-jeong	Science	Yoon, Sang-joon
History	Kim, Ye-in	Arts & P.E.	Park, Yeon-joon
Ethics	Jang, Eun-seong	Foreign Language	Yang, Bo-ra





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## School Committee List

No.	Committee	Duty	Department	Members
1	Academic Performance Management Committee	Responsible for all academic affairs	Academic Affairs	Principal, Vice-principal, Head of Academic Affairs Dept., Head of Curriculum, Assessment 1, Assessment 2, Grading Management, School Record, Heads of subject groups (7-Korean Language, Math, English, History-Geography-Ethics, Social Studies, Science, Arts & PE, Second Language)
2	Committee for Teachers' Rights	Responsible for protecting teachers' rights	Academic Affairs	More than 5, less than 10 Principal-appointed members (includes teachers, parents, police officer, lawyer, etc.)
3	Personnel Advisory Committee (Compensation Committee)	Consultation on personnel affairs, such as division of duties, selection of homeroom teachers and position teachers, etc	Academic Affairs	Vice-principal, Head of Academic Affairs Dept., Head teachers (2), Non-head teachers (3)
4	Multi-faceted Evaluation and Manangement Committee	Teacher Assessment establishment of standards	Academic Affairs	Vice-principal, Heads of Academic Affairs, members of Multi-faceted Evaluation and Management Committee(5)
5	Academic Curriculum Committee	Responsible for curriculum organization	Curriculum	Principal, Vice-principal, Heads of Academic Affairs, Curriculum, International Education, and Convergence Education Depts. Head of subject group
6	Committee for Deliberation on Early Promotion · Early Graduation · Post Secondary Education	Responsible for early promotion, early graduation, and post secondary education	Curriculum	Vice-principal, Head of Academic Affairs Dept., Head of Instruction & Learning Dept., Head of International Education Dept., Head of Humanities & Gifted Education Dept., Head of 11th Grade Dept., Head of 10th Grade Dept., 2 <sup>nd</sup> Head of Academic Affairs Dept., Heads of subject groups(5-Korean Language, Math, English, Social Studies, Science), Parent representative (1)
7	School Evaluation Committee	Conducts school evaluation and establishes school education plans for the following school year	Instruction & Learning	Vice-principal, Head of Instruction & Learning Dept., Head of Academic Affairs Dept., Head of Curriculum Dept., Head of Student Supervision, 2 <sup>nd</sup> Head of Instruction & Learning Dept., Vice Chief of Administration, Parent representatives (3), Student representative (1), Non-school representative (1)
8	Discretionary School Self-Evaluation Committee	Conducts discretionary school self-evaluation	Instruction & Learning	Vice-Principal, Head of Instruction & Learning Dept., Head of Academic Affairs Dept., Head of Curriculum Dept., Head of Student Supervision Dept. 2 <sup>nd</sup> Head of Instruction & Learning Dept., Parent representatives (3), Non-school representative (1)
9	Teacher's Professional Development Committee	Develops, evaluates, and manages teacher competency	Instruction & Learning	Vice-principal, Head of Instruction & Learning Dept., 2 <sup>nd</sup> Head of Instruction & Learning, Teacher Evaluation (Instruction & Learning), Parent representatives (3), Non-School representative (1)



No.	Committee	Duty	Department	Members
10	WASC Leadership Team	Accreditation of the international curriculum	International Education	Principal, Vice-principal, Chief of Administration, Heads of all departments, Heads of all grades, Vice Chief of Administration, 2 <sup>nd</sup> Head of International Education, English Education, School Steering Committee Chair, Student representative, Parent representative
11	Committee for Supervision of International Teachers	Manages professional development, work performance, salary and living conditions for the international teachers	International Education	Vice-Principal, Chief of Administration, Head of International Education Dept., Head of Academic Affairs Dept., International teacher management (International Education), Administration Staff (Payment)
12	Global Leader Award Review Board	Reviews candidates and selects recipients of the Global Leader Award	Admissions & Public Relations	Head of Admissions & Public Relations Dept., Head of Student Supervision Dept., Head of Convergence Education Dept., Head of Humanities & Gifted Education Dept., Head of 12 <sup>th</sup> Grade Dept., 2 <sup>nd</sup> Head of Admissions and Public Relations
13	Admission Committee for Self-directed Learning Admissions Committee	Admission screening management	Admissions & Public Relations	Principal, Vice-principal, Heads of Admissions and Public Relations, Academic Affairs, Instruction & Learning, 10 <sup>th</sup> Grade Dept., Student Supervision, Convergence Education, Overseas Education and Counseling, and 2 <sup>nd</sup> Head of Admissions and Public Relations, Admissions and Public Relations Promotion
14	School Violence Committee	Prevention and response against school violence	Student Supervision	Vice principal, Teacher in charge, School nurse, School counselor, Parent committee members (3)
15	Sexual Harassment Complaint Review Board	Handles and reviews sexual harassment complaints	Student Supervision	Vice-principal(committee chair) 3 department heads with consideration of gender ratio, Non-school representatives (2)
16	School Uniform Committee	Sets the standards for the quality of the uniforms	Student Supervision	Vice-principal, Head of Student Supervision Dept., Student school life (Student Supervision), Parent representatives (4), Student president, Student vice-president
17	Dormitory Steering Committee	Consultation on general matters of the operation of dormitory	Student Supervision	Vice-principal, Head of Student Supervision, Head Superintendent, Parent committee members (3), Student committee members (3)
18	School Life Education Committee	Deliberations on disciplinary action against students	Student Supervision	Vice-principal, Heads of Student Supervision and Academic Affairs, 2 <sup>nd</sup> Head of Student Supervision, Heads of all grades, School counselor (conditional: HR teacher, parent representative)
19	School Sports Subcommittee	Deliberation on sports, and sports clubs	Student Supervision	Vice-principal, Head of Student Supervision, 2 <sup>nd</sup> Head of Student Supervision, Physical Ed., School nurse
20	Student Compensation Review Board	Deliberation on student rewards	Student Supervision	Vice-principal, Head of Student Supervision Dept., Head of 10 <sup>th</sup> /11 <sup>th</sup> /12 <sup>th</sup> Grade Dept., Teacher in charge of student safety
21	School Regulation Committee	Enact and revise school regulations	Student Supervision	Vice-principal, Head of Student Supervision, 2 <sup>nd</sup> Head of Student Supervision, Parent representative (3), Student representatives (4) or greater than 1/3 of the committee
22	School Meal Subcommittee	Deliberates on all issues regarding school meals	Administration Office	Vice-principal, Teacher representatives (2), Parent representatives (3), Student representatives (3), Nutritionist
23	Student Volunteering Committee	Responsible for managing student volunteer work	Convergence Education	Vice-principal, Head of Convergence Education Dept., Head of 11 <sup>th</sup> Grade, 2 <sup>nd</sup> Head of Convergence Education Dept., Volunteer Work (Extracurricular Activities)
24	1-student-1-talent Program Committee	Selection of 1-student-1-talent program teachers, management	Convergence Education	Head of Convergence Education Dept., 2 <sup>nd</sup> Head of Convergence Education Dept., Teacher in charge of culture & art, Head of 10 <sup>th</sup> Grade Dept., Club Activities
25	Student Club(Nuri Festival) Committee	Student club organization and management	Convergence Education	Head of Convergence Education Dept., Head of 11 <sup>th</sup> Grade, Head of 10 <sup>th</sup> Grade, Head of Student Supervision, 2 <sup>nd</sup> Head of Convergence Education Dept., Club Activities Teacher in charge of culture & art







No.	Committee	Duty	Department	Members
26	Gifted Program Committee	Selects recipients of the gifted program, deliberates on curriculum completion recognition	Humanities & Gifted Education	Vice-principal, Head of Humanities & Gifted Education Dept., Academic Affairs Dept., Head of Instruction & Learning Dept., 2 <sup>nd</sup> Head of Humanities & Gifted Education, Gifted Education 1 (Humanities & Gifted Education), Gifted Education 2 (Humanities & Gifted Education), Head of subject groups (3)
27	School Library Committee	Settles all library-related issues	Humanities & Gifted Education	Vice-principal, Heads of Humanities & Gifted Education, Heads of subject groups (5), Parent representatives (2), Librarian
28	Committee for Promoting Respect for Life	Implements youth suicide prevention programs	Career Guidance	Vice-principal, Head of Career Guidance & Counseling Dept. Heads of grade of interest, School counselor, School nurse, HR teacher
29	Committee for Preventing Suspension of Studies	Gives academic advice to students who wish to suspend their studies and carries out the procedures for suspension	Career Guidance	Vice-principal, Head of Career Guidance & Counseling Dept. Heads of all grade departments, School counselor, HR teacher
30	Committee for Student Welfare	Deliberates on major issues such as scholarship policy and selects recipients	Career Guidance	Vice-principal, Head of Career Guidance & Counseling Dept., Teacher in charge of scholarship, Heads of 12 <sup>th</sup> / 11 <sup>th</sup> / 10 <sup>th</sup> Grade Dept.
31	Committee for Graduation Album Selection	Selects the graduation album	12 <sup>th</sup> Grade	Vice-principal, Head of 12 <sup>th</sup> Grade Dept., 12 <sup>th</sup> grade HR teachers (6), Parent representative (2)
32	Student Recommendation Review Board	Reviews candidates' eligibility for college recommendation by the school principal	12 <sup>th</sup> Grade	Vice-principal, Heads of 12 <sup>th</sup> / 11 <sup>th</sup> / 10 <sup>th</sup> Grade Dept., 12 <sup>th</sup> grade HR teachers (6)
33	Subcommittee for After-school Programs	Deliberates on all issues related to the after-school programs	10 <sup>th</sup> Grade	Vice-principal, Heads of 12 <sup>th</sup> / 11 <sup>th</sup> / 10 <sup>th</sup> Grade Dept., After-school program in each grade (3), Head of Overseas Education & Counseling, Teachers in charge of AP/SAT (2)
34	Overseas Culture Trip Steering Committee	Steers the overseas culture trip and evaluates the travel agencies	10 <sup>th</sup> Grade	Vice-principal, Head of International Education Dept., Head of Student Supervision Dept., Head of 10 <sup>th</sup> Grade Dept., Head of 10 <sup>th</sup> Grade Dept., 10 <sup>th</sup> grade parent representatives (5)
35	Overseas Culture Trip Financial Aid Committee	Selects financial aid recipients for the overseas culture trip	10 <sup>th</sup> Grade	Vice-principal, Chief of Administration, Vice Chief of Administration, Head of International Education Dept., Head of 10 <sup>th</sup> Grade Dept., Head of 11 <sup>th</sup> Grade Dept., 2 <sup>nd</sup> Head of 10 <sup>th</sup> Grade Dept. (Overseas Culture Trip)
36	Budget and Account Subcommittee	Deliberates on budget and account	Administration Office	Teacher representatives (2), Parent representatives (3)
37	Steering Committee	Deliberates on the items from the Elementary and Secondary Education Act	Administration Office	Teacher representatives (4), Parent representatives (5), Local representatives (2)
38	School Supply Maintenance Committee	School supply and maintenance	Administration Office	Teacher representatives (4), Parent representatives (2), Professional non-school representatives (2)



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## School Facilities & Floor Plan

Classification	Types	Number	Classification	Types	Number
Classrooms	Lecture Room	18	Student Service Facilities	Information and Technology Library	1
	Language Lab	3		Practice Room	2
Subject-specific Classrooms	Social Studies Lab	1		Seminar Room	1
	Math Lab	1		Locker Room	2
	Science Lab	2		Laundry Room	2
	International Politics and Economics Exploration Lab	1		Club Activities Room	5
	Auditorium	1		Fitness Center	1
	Art Lab	1		Self-Study Room	11
	Music Lab	1		Cafeteria	1
Facilities for Teachers	Gymnasium	1		Activity Room	6
	Teacher's Office	10		International Culture Room (Traditional Dance Room)	1
Management Facilities	Principal's Office	1	Computer Lab	1	
	Conference Room	3	Dormitory Building	2	
	Staff Lounge (Male)	1	Administration Office	1	
	Staff Lounge (Female)	1	Broadcasting Room	1	
	Art & P.E. Teachers' Office	1	Server Room	1	
	Librarian's Room	1	Assessment Processing room	1	
	Nutritionists' Room	1	Printing Room	1	
			School Nurse's Office	1	
		Wee Class (Counseling Center)	1		
		Storage Room	1		

### Seoul Global Highschool Floor Plan

