



## Dhahran Ahliyya Schools

### **POLICY**

**Section:** Personnel

**Code:** GBMCB/07-02-13-03-02

**Adopted:** September 25, 2007

**Revised:** January 4, 2009

### **ENGLISH USE POLICY BONUS FOR USE OF ENGLISH PROFICIENCY**

#### **RATIONALE FOR THIS POLICY**

Dhahran Ahliyya School (DAS) has put as a target that it will offer a world class education to its students. In order to achieve this goal, DAS must ensure that our graduates are bilingual with a high level of competency in both English and Arabic. Further, we must ensure that they have appropriate attitudes as well as skills of learning and inquiring, thinking, collaborating, communicating orally and in writing, and using technology that is at an internationally recognized level.

For this purpose, DAS invests in the translation of English books into Arabic in order to make available the most current thinking in all fields of education and management to all educators in the Schools and use this as the basis of the ongoing professional development programs. However, it is very difficult for the school to translate everything that is needed because the field of education is continuously developing and building on the basis of new research that becomes available. It is essential, therefore, that its students, faculty, and staff read continuously in English and participate in activities and programs that are organized at the international level in order to ensure that they are aware of and able to operate according to the highest educational standards and expectations.

Clearly, therefore, the ability of DAS faculty and staff to use the English language is of great value to the School. First, those who are able to use English to learn and contribute to development are modeling the School's expectations of its students and its dual language programs. Second, those who are able to use English to learn are able to contribute to the School's development by bringing in new ideas that help it connect with the educational standards and expectations of the world outside our borders.

For this reason, DAS has designed a bonus for employees who have demonstrated the ability and readiness to use English to learn, teach and to contribute to the development of the School and its students. The purpose of the bonus is to attract, retain, and encourage employees who develop their ability to use English and make the effort to



use it to the School's benefit. The bonus will be separate from the other parts of compensation and can be added in full even if the employee has already reached the salary ceiling.

#### THE REQUIREMENTS OF THE BONUS

In order to earn the bonus, the employee must clearly demonstrate both: 1) the ability to use English at a sufficient level to be effective, and 2) the actual use of English in service of the School's students and its development.

There are two levels of the bonus. To determine each level, criteria were developed that describe what the employee at that level should be able to do.

Level One: Employees receiving the Level One English Bonus should be able to do the following:

- effectively in English through reading or attending conferences and then present to others, either in English or Arabic, in order to share what has been learned;
- participate actively in meetings that are held in English either inside or outside the school;
- communicate with others orally and in ordinary written communications, including email, in order to accomplish the work that is needed for the school;
- prepare the first drafts of materials in English (work papers, power points, training materials, etc.) to be used with students or adults from inside or outside the school;
- work with students or adults in English, using English language resources, to accomplish needed tasks;

Those on Level One will make use of their English to learn, prepare and organize but should not send any formal papers to students or parents in English without having them checked by the person assigned to this responsibility by the English team.

Level Two: Employees receiving the Level Two English Bonus should be able to do all that is done by the Level One recipient in addition to the following:

- Write letters, brochures, etc. that will present the School to others;
- Correct the English writing of others before it is used to represent the school;
- Make formal presentations in English, either inside or outside the school;
- Represent the school in formal settings that require a high level of English.



#### THE AMOUNT AND TIMING OF THE BONUS

The bonus will apply to both working and vacation months. It will only be paid to employees who complete the full school year and will be paid each year with the pay for the summer vacation.

If the bonus is to be paid for the first semester, the period of calculation of payment will start at the time of return from summer vacation and end with the beginning of the second semester. If it is to be paid for the second semester, the period will start from the beginning of the second semester and include the summer vacation. In all cases, the bonus will be paid only to people who finish the working year. Regardless of when started, it will be paid with the vacation pay at the beginning of the summer vacation.

DAS management will define and gradually improve the regulations for this bonus and the processes by which it will be awarded. This procedure will include plans for the manner of evaluating candidates on three criteria:

- 1) Proof of proficiency
- 1) Proof of actual use in service of DAS development
- 2) Completion of the current academic year

Procedures for the award of this bonus will begin in the 2007-2008 school year.

Deputy President  
Fawzi Jammal

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Date \_\_\_\_\_

Deputy President  
Sarah Alturki

\_\_\_\_\_

Date \_\_\_\_\_

## Dhahran Ahliyya Schools

**Procedures**  
**Section: Personnel/Compensation**

**Code: GBMCBA/07-02-13-03-02-01**  
**Adopted: 09/2007**  
**Revised: 05/2009**  
**Revised: 04/2012**  
**Revised: 08/9/2012**

### **PROCEDURES FOR THE BONUS FOR USE OF ENGLISH PROFICIENCY**

The following regulations are for the three requirements for the Bonus for Use of English Proficiency (1- has proven proficiency through a TOEFL or IELTS test; 2- has completed a project or its alternative; 3- has completed the school year). The Bonus will only be awarded if all three requirements are fulfilled.

According to the new regulations, there are four different groupings of employees who can receive English Use Bonuses:

1. English language teachers
2. Other employees (not included in 1,3, or 4)
3. Teachers of grades 5 and above who teach subjects other than English language studies in English
4. Teachers of grades 5 and above who can teach their subjects in either Arabic or English

For each of these groupings, there are two levels of English: the lower one, Competent, and the higher one, Advanced.. The requirements for scores, projects and the bonus amounts are different for each group. The requirements are summarized in the table on the next page. More detailed explanations are shown in the pages that follow.

#### **First requirement:** Proof of Proficiency

Candidates for this bonus must first prove their proficiency in the use of English through achieving an appropriate score on an official IELTS or the Internet - based TOEFL test that includes all four language skills: listening, speaking, reading, and writing. DAS accepts only the official test scores from ETS or the British Council; the official certificate should be presented to the Personnel Officer in the Business Office.

First Case: If the certificate is provided at any time during the first semester of an academic year, the calculation of the Bonus starts from the second semester IF the second and third requirements are fulfilled within the same year.

Second Case: If the certificate is provided in the second semester or during the summer, calculation of the Bonus starts from the first semester of the new year IF the second and third requirements are fulfilled within that same year.

**All payments of the bonus are made when the employee finishes the full school year.**

**In order for the bonus to be continuous, the second and the third requirements should be fulfilled each year.**

The Minimum Required Scores, projects, and bonuses for each level and group, (according to the 2007 IELTS or internet based TOEFL)

Group	Additional project required?	Competent		Advanced	
		Internet based TOEFL	IELTS	Internet based TOEFL	IELTS
1.English language teachers at all levels (They must all do projects. The only exceptions are the English class teachers in grades 3 +4 who are teaching other subjects in English; they do not have to do an additional project.)	Yes, unless also asked to teach another subject or club in English	88	6	101	7
2.Other employees	Yes	61	5	95	6
The monthly bonus		<b>SR600</b>		<b>SR800</b>	
3..Teachers of grades 5 and above during any year when they are teaching subjects other than English language studies in English or when they are asked to take a club that should be done in English. <u>Note:</u> This amount is given only during the year in which the teacher actually teaches the subject or club other than English in English. In a year in which he does not teach the subject in English, the specifications for category# 1, above, apply.	No.	88	6	101	7
The monthly bonus		<b>SR 800</b>		<b>SR 1000</b>	
4.Teachers of subjects other than English in grades 5 and above who can teach their subjects or lead their clubs in either Arabic or English. <u>Note:</u> This amount is given only during the year in which a teacher who can teach his subject in Arabic actually teaches it in English. In a year in which he does not teach in English, the specifications for the appropriate category, above, apply.	No.	88	6	101	7
		<b>SR1200</b>		<b>SR1400</b>	

The official test results must be renewed every five years except in the case of a teacher who is teaching English or teaching in English for at least the last two of the five years. An employee who is receiving the bonus at the lower level but who shows evidence of having worked on his English skills and who wishes to take the test again in order to rise to the higher bonus level, may do so. In this case, DAS will pay the charges of the test IF the score reaches the higher level; otherwise, the employee pays the charges. The employee's bonus will be set according to the most recent passing score.

The TOEFL or IELTS test may be taken at any official center but the certificate must be the official one from ETS or the British Council. An official score from within the previous two years will be accepted as valid. If an employee is pursuing, or has pursued higher education in English medium in an international university that is recognized by DAS, the score (TOEFL or IELTS) on which he/she was admitted in that university is valid for the purposes of this policy. For a new employee who has been teaching English or has been teaching his subject in English in an English-speaking setting, consideration can be given for a longer period of validity for an official score above (101) in TOEFL or above (7) in IELTS before employment at DAS.

If the tests are scheduled by the testing agency and the employee is not permitted to re-schedule outside school hours, the time required to sit for the test will be regarded as working time – not absence or leave- **once** only each academic year. If the employee is absent from school in order to be tested more than once in a given year, any additional times will be considered as exceptional or personal leave.

### **Second requirement:** Proof of Use of English for the Improvement of the School

Candidates for this bonus who have already proven their proficiency should either be teaching a subject other than English in English or should complete an Annual English Project. The criteria for such projects are as follows:

1. The candidate learns something new through the use of English and then shares that with others in the school in their language of work. Since it is expected that he will be using English resources, it is important that these be fully cited in the project proposal.
2. The project contributes to the fulfillment of DAS's mission, vision and commitments.
3. The benefit of the learning that has taken place in English is not simply for the candidate or only for his own students but represents new learning or needed materials that will benefit a larger group of people or serves for more than one year. In order to accomplish this, it is the responsibility of the employee to ensure that a way is found to share the learning with other employees and/or students.\*
4. There is a written record of the project – in English or Arabic, according to the language of the candidate's team – that makes it possible for the work that has been done to continue to be useful for others in other teams or schools or time periods. This record and the products should be typed on the computer and submitted electronically.
5. The work on the project is additional to his normal responsibilities. He will work on it at times when he is not scheduled to do something else to fulfill any of his normal duties. The school does not assign any structured periods for the purpose of working on the project.
6. The implementation of the project is completed before the last eight weeks of the second semester of the year. Any projects not yet fully implemented before the last eight weeks of the second semester (except projects in which the person is supposed to give training to others during the summer training period) will not be counted for that year and, therefore, will not result in receipt of the bonus for that year.

7. The project proposal includes a plan for the evaluation of its effectiveness. This plan must include forms to be filled out by the colleagues who participated or attended, or benefited, showing how they or the students benefited from the work done.\* (See Addendum)

The candidate should use the form provided to describe the project and obtain approval. The proposal should be typed on the computer. All required parts should be attached to the form when it is submitted.

Projects undertaken in cooperation with the Talents Center to develop science, math, technology and research are considered valid and are greatly encouraged. If the project is the development of instructional units, the number of units required for a single project must be enough to cover at least one semester in a given subject. The units prepared must fulfill the requirements of Understanding By Design (UBD) and must include all materials needed for teaching and assessing the learning, both formatively and summatively. The final product must be approved by the appropriate supervisors, Director of Curriculum and Professional Development and by the Talents Center Director.

Project proposals will be studied by the Directors of the candidate's school (i.e., Directors' of the Girls' School or Directors of the Boys' School and others the committee see as appropriate according to the project) within three working weeks of submission and approval will be given for these projects that fulfill the above mentioned criteria. Directors of Curriculum and Professional Development of the two schools will confer at least twice each semester about these projects to be sure the decisions regarding approval of projects in the two schools are in alignment with each other. They will involve the rest of the members of the committees in case there is a difference of opinion or a matter that needs joint resolution.

It should be noted that DAS has the sole ownership rights of all products that result from projects for which the employee has received a Bonus. DAS has the right to use that product for its own students, share it with other schools, or publish it without payment of further funds to the employee.

**Third requirement:** Completion of the current school year

The employee is expected to complete the current academic year and will not receive the bonus or any part of it if he leaves before the end of the school year.

**Project Proposal to Receive the Bonus for  
Use of English Proficiency**

(The project proposal and final written products will only be accepted if typed on the computer.)

Name of the applicant/employee \_\_\_\_\_ Date \_\_\_\_\_

DAS Ext. \_\_\_\_\_ Mobile \_\_\_\_\_ Home tel. \_\_\_\_\_

External email \_\_\_\_\_ DAS email \_\_\_\_\_

Name of project \_\_\_\_\_

Target beneficiaries \_\_\_\_\_

This should include more than the teachers' own students for the current year.

**A. General description of the project**

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**B. The final written products**

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**C. Strategy and forms for evaluating the effectiveness of the project (forms are attached)**

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**D. Specific books and resources to be used**

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**E. Brief description of the benefits of this project for development of the school \_\_\_\_\_**

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Proposed Schedule for Steps of Project: (The implementation of the project should be completed successfully at least 8 weeks before the end of the second semester unless it includes training of DAS personnel during the normal summer training period.)

<b>What is the step?</b>	<b>When will it be taken?</b>	<b>How will it be implemented?</b>

Attached here a description of how the project will be evaluated by the target or beneficiaries and any forms that will be used

Directors' feedback regarding the project

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The name of the person who is assigned to follow up on the implementation of this project

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Name of Director \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Director \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Director \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Deputy President

Fawzi Jammal

\_\_\_\_\_  
Date \_\_\_\_\_

Deputy President

Sarah Alturki

\_\_\_\_\_  
Date \_\_\_\_\_