



## Madrikhim Program 2017-2018

Dear Prospective Madrikhim,

The Polsky Religious School (PRS) is now accepting madrikhim applications for the 2017-18 school year.

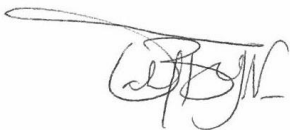
This program invites teens such as you (9<sup>th</sup>-12<sup>th</sup> grade students) to serve as teaching assistants in our religious school or to help with programs on Shabbat. In order to be a madrikh (boy) or madrikha (girl), your parents/guardians must be members of Congregation Beth Shalom, and you must be a student at either the Polsky Religious School or the Hyman Brand Hebrew Academy. *Most importantly, however, you must demonstrate a level of maturity that is appropriate to the level of responsibility the job entails.*

As a madrikh(a), you would help in a classroom on a weekly basis, work with small groups of children on specific concepts, assist in the office, Tots for Torah (weekly) or Shabbat Kids' Club (monthly). Our teachers value and rely on their madrikhim, as your presence in their classrooms enables them to be more effective teachers.

Madrikhim will meet with me periodically throughout the year, immediately after religious school, to reflect on your role in the classroom, address any challenges as they arise, and to learn how to be leaders in the classroom. Returning madrikhim are encouraged to take on more of a leadership role in their classrooms, working more closely with teachers as they become more and more experienced.

In order to be a madrikh or madrikha, please fill out the application form, and **return it to the office by July 7, 2017.** Please note that there are a limited number of positions available and preference will be given on a first-come/first-served basis and to those who are available to work the entire school year.

L'Shalom,



Hazzan Tahl Ben-Yehuda  
Director of Congregational Learning

# Madrikhim Job Descriptions

## 2017-18

Position	Day & Times	Description
Classroom Assistant <i>Primary: K-2<sup>nd</sup> grade</i>	Sunday, 10:00 – 12:15	The Madrikhim helping in these grades will assist the teacher with various activities. These activities include, but are not limited to: art, cooking, Hebrew, music, library, written activities, and snack.
Classroom Assistant <i>Grades 3<sup>rd</sup>-5<sup>th</sup></i>	Sunday, 10 a.m.--12:15 and/or Wednesday, 4:15 - 6:15 p.m.	Madrikhim are needed to assist the classroom teachers in grades 3-5. They will be expected to participate in <i>Tefillot</i> and assist with a variety of activities as well as work with small groups of students. <u>Note:</u> Assistants in 3rd-5 <sup>th</sup> grades will be working in the Hebrew Lab during the first hour of each session and must have very good Hebrew skills.
Tots for Torah <i>Childcare on Shabbat</i>	Saturday, 9:30 -- noon	Assistance is needed in our childcare room with young children while their parents attend Shabbat services. Playing, story-telling, and singing with the children are the usual activities for Tots for Torah.
Shabbat Kids' Club Assistant <i>Shabbat Kids' Club on Shabbat-once a month</i>	Saturday, 11:00 – noon	Shabbat Kids' Club is a "Jr. Congregation" program for children in grades K-3. Madrikhim assist with services and occasionally lead the service. As an assistant you would promote participation in the service. This is a monthly program that could fit your schedule if you are not available every week.
Childcare Assistant	Sunday, 10 a.m.--12:15 and/or Wednesday, 4:15 - 6:15	Madrikhim are needed to assist with childcare of teachers' young children during school hours

***Please consider your outside/extracurricular activities when selecting a time to work.***

***9<sup>th</sup> & 10<sup>th</sup> grade PRS students should remember to apply for Shabbat or Wednesday positions only.***

***We will first place those students who are able to work for the entire year.***



**Polsky Religious School**  
14200 Lamar, Overland Park, KS 66223 \* 913-647-7286



## **Madrikhim Program**

### **Compensation Policy, 2017-18**

*Revised: May, 2015*

Madrikhim are 8<sup>th</sup> -12<sup>th</sup> grade students (Congregation Beth Shalom members) who work in the school/building as assistants to the teachers or assist in programs on Shabbat. These students are compensated for each session they work. Their compensation can be taken in one of three methods:

- *Work Scholarship* program
- Record their hours and apply them to their community service commitment
- Monthly paycheck

The compensation per session is the same regardless of the method of payment. All Madrikhim "*sign-in*" each time they work. Madrikhim are expected to work in the school for either the full year, or part of the year, with approval from the Director of Congregational Learning. Compensation is based on the following scale:

8 <sup>th</sup> Grade	\$9 <i>per session</i>
9 <sup>th</sup> Grade	\$10 <i>per session</i>
10 <sup>th</sup> Grade	\$11 <i>per session</i>
11 <sup>th</sup> Grade	\$12 <i>per session</i>
12 <sup>th</sup> Grade	\$13 <i>per session</i>

### **Work Scholarship Policy**

When a Madrikh(a) chooses to participate in the **Work Scholarship** program he/she is required to sign in each time he/she arrives to work. Compensation is kept "on account." When the Madrikh(a) desires to withdraw funds, he/she is required to fill out a work scholarship request form which can be obtained by request in the school office.

### **The funds are then paid directly to the approved program.**

Money earned during the year can only be used for an approved youth activity or program. The following is a current list of approved programs we support with work scholarship:

<i>USY Kinnus</i>	<i>USY International Convention</i>	<i>Ramah Seminar in Israel</i>
<i>CMT</i>	<i>Kadima Kinnus</i>	<i>Camp Ramah</i>
<i>USY Israel Programs</i>	<i>Camp Herzl</i>	<i>March of the Living</i>
<i>USY Spring Kallah</i>	<i>USY Winter Shabbaton</i>	<i>Young Judea Camp</i>
<i>Alexander Muss Summer High School Program</i>		
<i>NATIV post High School Program in Israel</i>		
<i>Local USY and Kadima programs</i>		
<i>10<sup>th</sup> grade Confirmation Trip</i>		

**\* Exception to Policy: Seniors (12<sup>th</sup> graders)**

\*If a senior Madrikh(a) is working in the school/building and has a proven track record, then they can have access to all of their funds, to attend a qualified program during their senior year.

***Money remaining in the Work Scholarship account at the end of 12<sup>th</sup> grade.***

If at the end of their 12<sup>th</sup> grade year there is money left in an account, one of the following will occur:

- The money can be withdrawn from the work scholarship account. When this occurs, taxes are paid before the check is issued to the student who participated in the Madrikhim Program. (Please note: tax forms will need to be filled out in order for this to take place.)

*Or*

- The money can be transferred to an established or new Passport to Israel Fund for the Madrikh(a) who participated in the program, which is administered by CAJE and managed by the Jewish Community Foundation. As per the guidelines of the Flo Harris Passport to Israel Program, funds may be accumulated and used until the person reaches the age of 25.

*Or*

- **If no decision is made, the money will be returned to the Polsky Religious School.**

**Please Note:** Work Scholarship Funds are NOT transferable to siblings or other relatives.

**Community Service Policy**

*May 15, 2003 Revised: April 1, 2006*

Madrikhim choosing to be compensated with Community Service hours are required to sign, date, and enter the times worked onto their page in the Madrikhim Payroll book each time they arrive. The Religious School Coordinator will be available to sign any forms necessary for proof of community service performed.

**Payroll Policy**

Madrikhim choosing to receive a paycheck as a form of compensation will be required to complete all required payroll tax forms including a W4 Federal, KS, and I9 (*including copies of the required ID.*). These are subject to change along with federal guidelines. **NO paycheck will be released until all tax forms are completed and turned into the school office.**

Madrikhim receiving a paycheck are required to sign the Madrikhim Payroll book each time they work.

Madrikhim paychecks will be mailed every 4 weeks.



POLSKY RELIGIOUS SCHOOL

Madrikkhim Application
2017-18

Please return to the school office by July 7, 2017

Name of Applicant Grade in Fall Age

Address, City State & Zip

Home Phone# Madrikkhim's Cell Phone# School

Your Email Address Parents Email Address

Parent's Signature

I have reviewed the enclosed Compensation Policy and wish to be compensated thru: (Initial)

- (Choose only 1): Work Scholarship, Community Service, Paid Position (Must fill out W-2 & 19 tax forms)

I understand that I will be required to attend up to five meetings and/or training sessions as a participant in the Madrikkhim Program. (Initial)

By selecting a day to work, I am committed to working the entire year in that position. (see attached calendar)

Please indicate the day you desire to work in order of priority (1st, 2nd, 3rd):

- Shabbat (9:30 AM - noon), Shabbat (11-noon once a month), Sunday (10 a.m. - 12:15 for PRS students in 11th & or 12th grade or HBHA students in grades 9th -12th only), Wednesday (4:15 - 6:15 PM)

Please list your 1st, 2nd and 3rd choices from the jobs listed. Circle the grade level you would like to work with.

- Classroom Asst. (K, 1 or 2 on Sun.), Tots for Torah (Shabbat), Classroom Asst. (Grades 3, 4, 5 or 6 on Sun.), Shabbat Kids' Club. (1 Shabbat/mo.), Classroom Asst. (Grades 3, 4 or 5/6 on Wed.), Babysitting Asst. ((Sun. and/or Wed)

**THE POLSKY RELIGIOUS SCHOOL WILL BE IN SESSION ON THE FOLLOWING DAYS/TIMES:**

<b><u>SUNDAY</u></b>	<b>9:00 AM</b>	<b>FAMILY BREAKFAST</b>
	<b>9:30 AM-10:00 AM</b>	<b>FAMILY TEFILLOT</b>
	<b>10:00-12:15 PM</b>	<b>K-10<sup>TH</sup> GRADE CLASSES</b>
<b><u>WEDNESDAY</u></b>	<b>4:15-6:15 PM</b>	<b>3<sup>RD</sup>-7<sup>TH</sup> GRADE CLASSES</b>

<b><u>MONTH</u></b>	<b><u>SUNDAYS—K-10<sup>th</sup></u></b>	<b><u>WEDNESDAYS—3<sup>rd</sup>-7<sup>th</sup></u></b>
<b>August</b>	<b>Day of Discovery at JCC—K-7 encouraged to attend</b>	<b>23 &amp; 30</b>
<b>September</b>	<b>10, 17 &amp; 24</b>	<b>6, 13 &amp; 27</b>
<b>October</b>	<b>8, 15, 22 &amp; 29</b>	<b>18 &amp; 25</b>
<b>November</b>	<b>5, 12 &amp; 19</b>	<b>1, 8, 15 &amp; 29</b>
<b>December</b>	<b>3 &amp; 10 17—<u>K-7<sup>th</sup> grade only in session</u></b>	<b>6 &amp; 13</b>
<b>January</b>	<b>7, 21 &amp; 28</b>	<b>10, 24 &amp; 31 17<sup>th</sup>—<b>Parent/Teacher Conferences</b></b>
<b>February</b>	<b>4, 11 &amp; 25</b>	<b>7, 14, 21 &amp; 28 (Erev Purim-watch for more info)</b>
<b>March</b>	<b>4 &amp; 25</b>	<b>7, 12 &amp; 28</b>
<b>April</b>	<b>8 (last day for 10<sup>th</sup> grade) 15, 22 &amp; 29 (K-9<sup>th</sup> grades only)</b>	<b>11, 18 &amp; 25</b>
<b>May</b>	<b>6 (final day of classes K-9<sup>th</sup>)</b>	<b>2</b>

**We will NOT be in session as follows:**

- September 3 (Labor Day Weekend),**
- September 20 (Erev Rosh HaShanah)**
- October 1 (congregational Sukkot activity will take the place of formal classes)**
- October 4 & 11 (Sukkot)**
- November 22 & 26 (Thanksgiving break)**
- December 20, 24, 27 & 31 (Winter Break)**
- January 3 (Staff In-Service)**
- January 14 (Martin Luther King, Jr. Weekend)**
- January 17 (3<sup>rd</sup>-7<sup>th</sup> Grade Parent/Teacher Conferences—no formal classes)**
- February 18 (Teacher & Madrikhim In-Service)**
- March 11, 14 & 18 (Spring Break)**
- April 1 & 4 (Passover Break)**