



Youth Education and Programming

Madrachim Manual

2023-2024/5784

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I. Madrich / Madricha (Madrichim)

Someone who helps Jewish learning in an informal way; ie. camp counselor, youth leader, teacher's assistant, guide, program leader, etc.

II. WHAT ARE YOUR RESPONSIBILITIES?

You are not a teacher, but you are not a student either! One major part of your job has to do with who you are rather than specific things you do.

1. **A Dugma Ishit - personal example.** You must be an example of how the teacher asks the students to participate.

2. **"Support instruction"** - Become an active student. Don't answer questions but do everything you can to be a model student.

3. **Extra eyes and ears:** You can give insight and feedback to the teacher. You can also take preventative measures to ensure great student participation.

4. **Administrative support:** record keeping, attendance, art supplies, Kippot, collecting tzedakah, snacks, Tikkun Olam project coordination.

5. **Instructor:** individual tutor or small group facilitator.

6. **Communication link:** With your extra sensory perception of what is going on with the students, you can help transmit the teacher's messages to the students and can sometimes help translate student needs to the teacher.

7. **P.R. person:** You, even in your most part-time work, represent Temple Israel Congregation. Your behavior and participation as a Madrich(a) represent the Jewish values we uphold.

III. Tasks for Madrichim

A. In the Classroom

- tutoring
- working with students on individual projects
- working with small groups
- supervising learning centers
- acting as a reading partner
- designing and creating bulletin boards
- correcting papers/workbooks
- supervising students' work
- leading games
- supervising children in halls, bathrooms
- working with gifted students

- reinforcing Hebrew
- helping set up, clean up and assist students with art projects
- helping with music
- passing out flyers, distributing books and/or materials
- spearheading preventive discipline
- attending class Shabbat service

B. In the School

- making Hebrew signs
- designing and carrying out Tzedakah/Tikkun Olam projects
- leading songs, tefillot (prayers)
- directing art projects
- designing and creating bulletin boards/display case
- Hebrew tutorial for small groups
- producing materials for holiday and family education programs
- creating flash cards and other teaching materials
- making tapes
- creating posters, making signs
- assisting in the library/computer center
- helping in the school office
- staffing field trips and family education programs
- assisting in assemblies
- assisting students' participation in prayers
- supervising/designing school murals and other art projects
- preparing resource material for teachers, students and parents
- attending school/congregation functions

IV. Sign-In

In order to keep an accurate accounting of your community service hours or stipend, you must sign in each time you come to work.

V. Hebrew Names

Why be given a Hebrew name for it just to be used at your Bar/Bat Mitzvah! Please introduce yourselves to the students in your Hebrew name and have them call you by that name throughout the year. Call students by their Hebrew names as well.

VI. Arrival/Dismissal

All Madrichim should try to be in class five minutes before classes begin. You need time to confer with the teacher regarding the day's lesson and how you will be attending. Help the teacher dismiss the students by walking to the carpool area with the students.

VII. Safety

All professionals and volunteers working with children must have the children's safety and well-being as their first and foremost concern. Yes, accidents happen. But many can be avoided altogether, or injury minimized with adequate and constant supervision. From the moment you enter the classroom, you must keep your senses always attuned to the students' safety. Please refrain from socializing with other madrichim during class time. Todah-thanks.

VIII. Class Supervision

A teacher must never leave the class unattended. In case of an emergency, he/she will send the Madrich(a) to the office to get help.

IX. Class Breaks

Formal, regular class breaks are not permitted. Students are allowed out of the classroom only ONE AT A TIME. If you see students in the halls and/or bathrooms, please direct them to return to their classrooms.

X. Supplies

Please familiarize yourselves with the inventory of the supplies and take what you need for your class sessions. Notify the administrative assistant when you see that supplies are low so she may reorder in a timely fashion.

XI. Student Supplies

At the beginning of the school year, make sure there is a sufficient supply for each student, such as pencils, pens, notebooks, books etc. for each class session. In addition, all boys, and all male Madrichim, must always wear kippot in the synagogue/school complex.

XII. Dress Code

Please remember that our school building is part of the synagogue complex. A neat and clean appearance shows a respect for the synagogue, school and your position as part of the faculty. The school dress code states the following for students and madrichim should follow this as well: "Dress code will be observed during all sessions. Public schools' appropriate clothing will be permitted. **Girls are not** to wear tube or midriff shirt or very short shorts. Boys may not wear pants that drag on the floor. Pants may not be worn below the hips. Sports caps may not be worn in place of a kippah. Boys wearing sports caps will be asked to remove them during school. Flip flops are not permitted due to safety concerns."

XIII. Classroom Environment

Students must not tamper with the books, toys, blackboards and equipment found in the rooms.

XIV. Classroom Maintenance

At the end of each session, as part of the regular class routine, enlist students' assistance in cleaning room, desks, of paper and debris.

XV. Classroom Management

Remember that it is your job to help maintain class decorum. Walk around the classroom, carefully observe and remember and help students focus and stay on task. You can prevent behavior problems before they start.

XVI. What's Going On In School?

Approximately once a week, the Education Director writes a faculty memo, which gives all pertinent information regarding current and upcoming events and programs. Each week, your memo will be emailed to you and/or will be in the mailbox labeled Madrichim. **Read it, please!**

XVII. Madrichim Meetings

Meetings will be held only as needed. Times will be arranged either on Sundays or weekdays depending on the nature of the meeting and which Madrchim need to be involved. Whenever possible Madrichim will be given at least one week's advance notice of such meetings.

XVIII. Assemblies, Special Programs, Shabbat

Madrichim are required to sit with their students at all assemblies and special programs. Certain programs will require participation by madrichim and teachers. You will receive information about these programs and your tasks in separate memos, in advance of the programs.

Once a year, each grade participates in a Friday Evening or Saturday morning Shabbat service. Madrichim are asked to make every effort to attend their class service. If a lunch or dinner follows the service, you will be the class invited guest. Please participate in this experience with your students. They love seeing you.

XIX. Special Students

Although we do not offer separate classes for gifted students or students with special learning needs, we do try to be attentive to their special needs. Madrichim may fill a significant role in providing tutoring as enrichment or supplement to the regular class curriculum.

XX. Public Relations

As part of the school staff, you are a representative of Temple Israel Congregation. Please remember to be respectful when speaking to the students' parents, both in the synagogue complex and when you see them in the community. Never talk to a student or adult about the progress or difficulties of another student.

XXI. Bulletin Board/Display Case

On a rotating basis, every class is responsible for decorating the display cases in the administrative wing of the synagogue building. Madrichim will assist in these projects that include both students and teachers' artistic contributions.

XXII. Please Do Not!

NO Smoking, alcoholic beverages, drug use or gambling is permitted anywhere in the synagogue complex or on the grounds!!!

XXIII. Tikkun Olam/Tzedakah

Tzedakah and Tikkun Olam are ongoing aspects of the school program. Each teacher introduces these concepts early in the school year and reinforces it as the year progresses. Help by collecting tzedakah contributions, tallying the money, bringing the money to the school office, etc. Use your enthusiastic words to encourage students to contribute. Please be an example and contribute tzedakah every week.

Tzedakah collection takes place every class session. Each class will also participate in at least one Tikkun Olam project during the year involving more than collecting money.

XXIV. FOOD

No food or beverages are permitted in the classrooms or synagogue building unless it is a part of a school or class program. Parents will be informed of those occasions when students are asked to bring in snack foods.

Please note the following:

1. Only certified kosher products may be brought to the school and synagogue complex.
2. If you have any questions about "Kashrut" please feel free to ask the Director of Youth Education and Programming, Dr. Ella Levy, or the Rabbi.

Madrachim Meetings

Opening of the year training sessions

Sunday, August 27, 2023	9:00am-12:00pm
Monday, August 28, 2023	4:00-6:00pm
Tuesday, August 29, 2023	4:00-6:00pm

Madrachim Leadership Training Program

Sunday, October 15, 2023	11:15am-12:00pm
Sunday, February 11, 2023	11:15am-12:00pm
Sunday, March 10, 2024	11:15am-12:00pm

Faculty and Madrichim Meetings

October 2, 2023	5:45pm on zoom
November 5, 2023	8:00am-8:45am
December 3, 2022	8:00am-8:45am
January 7, 2024	8:00am-8:45am
February 4, 2024	8:00am-8:45am
March 3, 2024	8:00am-8:45am
April 7, 2024	8:00am-8:45am
May 5, 2024	8:00am-8:45am

Acknowledgement of Receipt of Temple Israel of Sharon

Madrichim Manual

I, _____ have received and read the Temple Israel Madrichim Manual.

I understand that I must attend ALL faculty meetings and leadership training sessions during the year.

I understand that this manual has been prepared for the information and guidance of the madrichim and that information is subject to change.

I will be notified in writing of such changes.

I understand that the policies and procedures in this manual are to be followed as a term of my being a madrich(a).

Confidentiality

I understand that all school information and conversations are confidential and should not be communicated to anyone.

Madrich(a) Signature

Date

