

Live

Work

Thrive



ATLANTA
H O U S I N G

The Good Neighbor Program



Housing Choice Voucher
Compliance Training Manual | 5th Edition



Dear Participants,

Welcome to the Good Neighbor Program, a partnership initiative between Atlanta Housing and the Martin Luther King, Sr. Community Resources Collaborative.

Atlanta Housing is the largest housing authority in Georgia and provides affordable housing resources for over 23,000 low-income households. Vision 2022, Atlanta Housing's 5-year strategic plan takes a people-centered, holistic approach that creates opportunities for individuals to Live, Work and Thrive. It is a strategy that focuses on people and community – people living well and working towards self-reliance in communities that thrive. The Martin Luther King, Sr. Community Resources Collaborative's mission is to provide resources to help families develop the tools to face daily challenges and obtain the results they need throughout their lives.

The Good Neighbor Program is an important component of Atlanta Housing's ongoing efforts to provide families with opportunities for growth and success. Participation in the program is required for you to receive a Housing Choice Voucher. Additionally, the program will provide you with information that will help you to be successful in maintaining the voucher as well as positively contributing to your community.

We hope that the Good Neighbor Program will provide you with a valuable learning experience that will help you to Live, Work and Thrive in your community.



The Martin Luther King Sr. Community Resources Collaborative (“the Collaborative”) is proud to partner with the Atlanta Housing to present the Good Neighbor Program (GNP). The GNP is a training program for Atlanta Housing’s Housing Choice Voucher Program Participants. The program aims to support the cultivation of strong communities in the Metro-Atlanta Area. Hundreds of Atlanta Housing Choice recipients and their families living in Atlanta communities will be served by the Good Neighbor Program.

The Collaborative has a vision to have a thriving community improving the quality of life in the community at large through an active, effective, credible social and family support network. Daily we endeavor to meet our mission to provide resources towards helping families develop the tools to face daily challenges and obtain the results they need throughout their lives.

The Collaborative is guided by community input and feedback. We endeavor to understand the true needs and desires of community members. This impacts what services are offered. The collaborative believes that communities gain strength through the achievement of self-reliance, and has the following values:

- People who live and work in a community are best positioned to make decisions about the resources and services that should be provided in that community.
- Decisions about community improvements should be made cooperatively and through the building of consensus.
- Information, expertise and resources within the community must be shared.
- Services must reflect the highest standards of ethics, integrity and competence, and respect the rights and differences of those being served.

We believe the goals of the Martin Luther King Sr. Community Resources Collaborative are aligned with the Atlanta Housing and it is inspiring to see the continued focus on the development of strong Atlanta children, families and communities. delivery and program manual that will have a positive impact on the compliance of Housing Choice Voucher Participants. It has been created to help build self-sufficient individuals and families where they can live, work and thrive. This joint effort will continue to support great outcomes in the city of Atlanta and those who participate in this training will be better prepared to take advantage of all it has to offer.

The Good Neighborhood Program

Training Modules

- Module 1:** Mainstream Success–Live, Work, Thrive
- Module 2:** Connecting to Community Resources and AH's Human Development Resources
- Module 3:** Neighborhood Values, Community Pride and Dangerous Pets
- Module 4:** Crime Prevention, Family Safety, and Conflict Resolution
- Module 5:** Parenting Skills
- Module 6:** Self-Sufficiency and Life Long Learning
- Module 7:** Effective Relationships Between Landlords and Tenants
- Module 8:** Homeownership and Single Family Home Living
- Module 9:** Civic Responsibility and Community Engagement
- Module 10:** Youth/Young Adult Engagement in Good Neighbor Program

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PROGRAM OVERVIEW

Introduction ♦ Purpose ♦ Goals Objectives ♦ Outcomes

Introduction & Purpose

The Atlanta Housing's (AH) Good Neighbor Program is a comprehensive instructional training program created for eligible adults (ages 18 – 61) and eligible youth (ages 13 – 17) participating in the AH Housing Choice Voucher Program.

The purpose of this program is to educate participants in regards to a variety of community-based housing topics such as cultivating positive interactions between tenants and landlords, and the required attitudes and behaviors needed in order to successfully reside in a healthy, thriving neighborhood.

Program Goals

- To provide streamlined community housing education in a fun and conducive manner for all levels of learners participating in the Good Neighbor Program.
- To increase participants' knowledge of and their commitment to the roles and responsibilities of being a "Good Neighbor".

Program Objectives

- To initiate and increase positive proactive behaviors in regards to "Good Neighbor" roles and responsibilities of AH Housing Choice Voucher Program Participants.
- To introduce AH Housing Choice Voucher Program Participants to information, tools and resources to help them become successful neighbors.
- To introduce Housing Choice Voucher Program Participants to a network of support agencies that can assist them in becoming self-sufficient.

Expected Outcomes

- Participants demonstrate their acquired knowledge from the Good Neighbor Program by earning a passing score on the end-of-program test.
- Participants immediately and actively demonstrate their knowledge of newly learned skills and utilize available resources and tools taught by the Good Neighbor Program and listed in this manual.

MODULE 1

Mainstream Success Live. Work. Thrive.

MODULE 1

Contents

Section 1	
Introduction	3
Section 2	
Housing Choice Voucher Program Household Obligations.....	4
Purpose	4
Supplying Required Information	4
Allowing AH Inspection.....	5
Breach of AH Inspection Standards caused by household.....	5
Violation of Lease	5
Payment of Rent.....	5
Household Notice of Move or Lease Termination	5
Eviction Notice.....	5
Use and Occupancy of Unit	6
Absence from Unit.....	7
Interest in Unit.....	7
Fraud and other Program Violation.....	7
Criminal Activity.....	7
Alcohol Abuse by Household Members	8
Threatening Behavior	8
Work/Program Participant Requirement	8
Required Participation in Human Development Program.....	8
Section 3	
Keeping Current with AH Information	9
What is the Housing Choice Voucher Program?	10
Section 4	
Define Live, Work, Thrive	12
Residents – Current and New	14
Neighborhoods	14
Education as a Factor.....	15
Basic Utilities.....	17
Frequently Asked Questions for New Atlantans.....	17
Community.....	19
Transportation.....	19
Public Safety	20
Parks & Recreation	22
Arts & Culture	24
Community Resources.....	25
References.....	27

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photo page 17: Atlanta Police Foundation

Section 1:

Welcome – Mainstream Success Live. Work. Thrive.

Introduction

Throughout the manual you will be able to access information about the household obligations of the Housing Choice Voucher Program and learn ways to enjoy living, working and thriving in the City of Atlanta. The Martin Luther King, Sr. Community Resources Collaborative (MLKSRCRC) and The Atlanta Housing (AH) believe in the importance of building and maintaining strong communities. A community consists of a group of people residing in a common location. A strong community is one where residents feel secure, comfortable, and valued as neighbors and friends. The Good Neighbor Program is designed to help you and the members of your family adjust successfully in the community where you live. The adjustments that you make will offer you and your family mainstream success that allows you the ability to balance work and life and to build in time to enjoy the vast landscape of our great city.

This module of the manual is divided into 3 sections:

Atlanta Housing Choice Voucher Program Household Obligations: In this section, we present the requirements and expectations associated with being a AH housing choice voucher participant.

How to locate the most updated information on everything regarding the Atlanta Housing: In this section,

we discuss the information that will help you find the resource(s) that will give the most up to date Atlanta Housing information.

Define Live, Work & Thrive: In this section, you will discover useful tips for enjoying a balanced life of living, working and thriving in Atlanta. This section will give you user friendly information that will encourage you to explore Atlanta and access the following information while living in this great city.

- Neighborhoods
- Community
- Transportation
- Public Safety
- Parks & Recreation
- Arts and Culture

At the end of this module, you will find a quick list of resources and references.



Section 2:

Housing Choice Voucher Program Household Obligations

Purpose

This section highlights the obligations of a participant household in Atlanta Housing (AH) Housing Choice Voucher Program (HCVP). Each member of the participant household is required to comply with these obligations at all times during the household's participation in the HCVP in order for the household to receive and remain eligible to receive housing rental assistance. Failure by household members to comply with these obligations may result in termination of housing rental assistance and participation in the HCVP. Reference to the "household" includes each member of the household.

Supplying required information

The household must supply any information that AH or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release or other documentation.

- a. The household must supply any information requested by AH or HUD for use in a regularly scheduled reexamination or interim reexamination of household income and composition in the time period specified and required by AH.
- b. The household must disclose and verify social security numbers and must sign and submit consent forms for obtaining information in the time period specified and required by AH.
- c. Any information supplied by the household must be true and complete.
- d. **DEBT TO THE PUBLIC HOUSING AUTHORITY (PHA):** The assisted household must promptly report changes in household income between annual re-examinations. **Required reporting must be done within 10 calendar days of the date of the change income. Failure to report required changes in income within the 10 day grace period will result in a Repayment Agreement**



and/or termination from the program. Failure to report income will constitute misrepresentation on the part of the family and may result in termination per required by the AH or HUD. The PHA shall have the right to recover all costs associated with the collection effort including court costs, reasonable attorney fees and prejudgment interest at the legal rate. In addition, the PHA reserves the right to notify any and all credit service organizations of such a delinquency.

Allowing AH inspection

The household must allow AH to inspect the unit at reasonable times and after reasonable notice, as determined by AH.

Breach of AH inspection standards caused by household

The household is responsible for a breach of AH's inspection standards caused by the household, including but not limited to any of the following:

- a. The household fails to maintain any utilities that the owner is not required to pay for, but which are to be paid by the tenant;
- b. The household fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or
- c. Any member of the household or guest damages the dwelling unit or premises beyond ordinary wear and tear.
- d. If an AH inspection standard breach caused by the household is life threatening, the household must correct the defect within no more than 24 hours. For other household caused defects, the family must correct the defect within no more than 30 calendar days (or any AH-approved extension).

Violation of lease

The household may not commit any serious or repeated violation(s) of the lease.

Payment of rent

The household is responsible for paying rent to the owner in the amount approved by AH.

Household notice of move or lease termination

The household must notify AH in writing 30 days before the household moves out of the unit and must notify the owner pursuant to the terms of the Lease.

Eviction notice

The household must give AH a copy of any eviction notice within 5 business days after receiving the eviction notice.

Use and occupancy of unit

The household must use the assisted unit for the residence by AH-authorized members of the household.

- a. The unit must be each household member's only residence.
- b. The composition of the assisted household residing in the unit must be approved by AH. The household must promptly inform AH of the birth, adoption or a court's award of custody of a child, within 10 calendar days. The household must request AH approval to add any other person as a member of the household. No other person may reside in the unit.
- c. The household must promptly notify AH if any household member no longer resides in the unit.
- d. If AH has given approval, a foster child or a live-in aide may reside in the unit. AH has the discretion to adopt reasonable policies concerning residence by a foster child or a live-in aide, and defining when AH consent may be given or denied.
- e. Members of the household may engage in legal profitmaking activities in the unit with prior written approval of owner, but only if such activities are



incidental to primary use of the unit for residence by members of the household.

- f. The household must not sublease or let the unit.
- g. The household must not assign the lease or transfer the unit.
- h. The household must not damage the assisted unit or premises (other than, damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
- i. The household must not receive HCVP assistance while receiving another housing subsidy for the

HOUSING CHOICE VOUCHER PROGRAM HOUSEHOLD OBLIGATIONS

same unit or a different unit under any other Federal, State or local housing assistance program.

- j. The household must not receive HCVP assistance while residing in a unit owned by a spouse, parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the AH has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

Absence from unit

The household must supply any information or certification requested by AH to verify that the household is living in the unit, or relating to household absence from the unit, including any AH-requested information or certification on the purposes of household absences. The household must cooperate with AH for this purpose. The household must notify AH in writing if any member of the household is absent from the unit for a period of 30 calendar days. The household must provide written notice on or before the 30th day of absence.

Interest in unit

The household must not own or have any interest in

the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).

Fraud and other program violation

The members of the household must not commit fraud, bribery or any other corrupt or criminal act in connection with AH programs.

Criminal Activity

The members of the household may not engage in:

- a. Drug-related criminal activity
- b. Violent criminal activity
- c. Other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons
- d. The members of the household must not allow guests to engage in criminal activity on or near the assisted unit.
- e. Alcohol abuse by household members The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons.

Threatening behavior

Neither household members nor their guests may engage in threatening, abusive or violent behavior toward AH personnel.

Work / Program Participation Requirement

A. At least one adult member of the household, age 18 - 61 must be legally employed or self-employed in a legitimate business enterprise, appropriately documented, either on a full-time equivalent basis or for at least 20 hours per week; AND

B. All other household members, ages 18 – 61, must be actively engaged in one of the following:

i. Full-Time Work: Legally employed or self-employed either on a full-time equivalent basis or for at least 20 hours per week;

ii. Full-Time School/Training: Enrolled in and attending an AH-recognized school or institution as a full-time student; or

iii. Part-Time Work and Part-Time School/Training: Combined minimum of 20 hours per week of employment and education/training with the following conditions:

a. Legally employed (but not self-employed on a part-time basis; AND

b. Enrolled in and attending an AH-recognized school or institution on a part-time basis; OR

c. Participating in an AH-recognized training program.

Household members exempted from the

Work Requirement include:

i. Elderly Person.

ii. Disabled Person. The definition of a Disabled Person in this context is consistent with HUD's definition of a "person with disabilities" for program eligibility purposes as set forth above in Article Eight.

iii. Full-time student Dependent (subject to documented verification) up to the age of 24 in an Elderly Family or Disabled Family.

Self-employment income claimed by applicants and/or participants must be verified by submission of filed federal tax returns, filed W9s, IRS Tax transcript, federal tax form 1099, profit and loss statement certified by a Certified Public Accountant, business licenses, etc. Yearly earnings from self-employment must be equivalent to 20

hours per week for 52 weeks per year at federal minimum wage.

Required Participation in Human Development Program

Household members may be required to participate in AH's Human Development Program which requires cooperation with a case manager's requirements and the requirements of any and all plans designed to connect the household members to services and resources.



Section 3: Keeping Current with AH Information

As AH Housing Choice Voucher Program participants, you will be encouraged to be more resourceful in order to find and use correct and up to date information.

You are your greatest resource. It is important to ask questions and seek information from trusted sources. There are various user friendly, easy to find resources that can assist you.

Accessing correct and up to date information is critical to your success and your work, live and play experiences.

As we continue to live during times where technology is updated by the second, you too will have to position yourself to do the same. The best part of this is that YOU are able to do this! By using trusted sources and being willing to ask questions, you and your family will have the right information at the right time.

***“You are smart.
Use what you have
to immediately
access AH!”***

The main place where you can receive accurate updates is the AH website. It can be accessed in the following



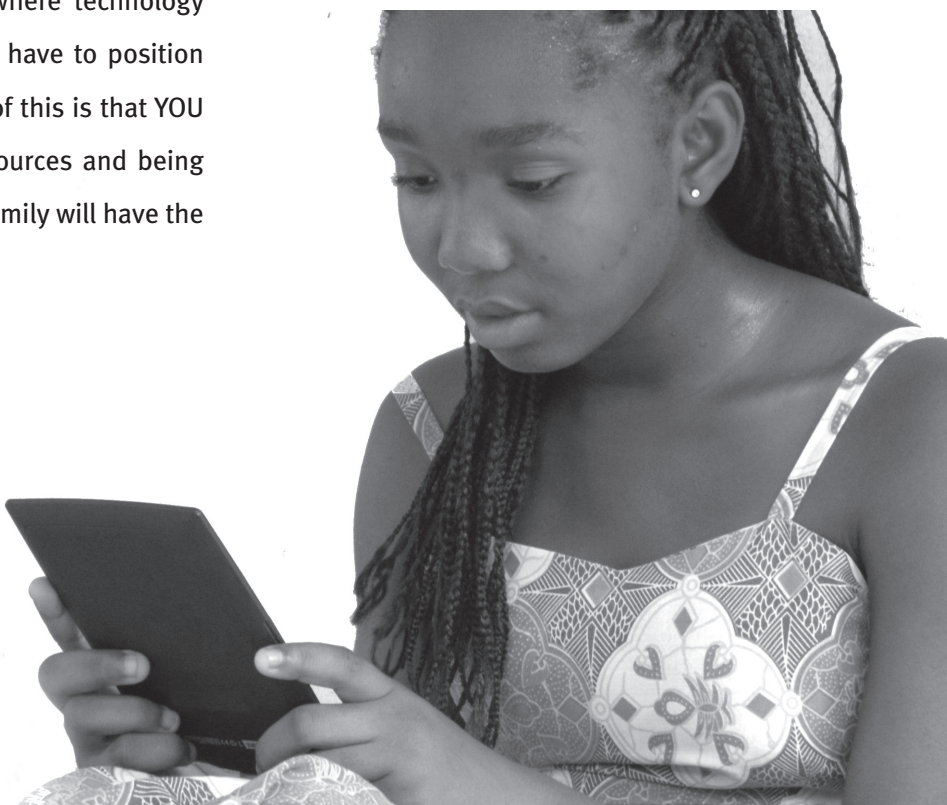
Use a smart cell phone.

Use a technology pad.



**Go to the library and
use the computer.**

**and visit the AH Website at
www.atlantahousing.org**



On the AH website, you will find a link to frequently asked questions. Here are a few examples of questions you may ask.

What is the Housing Choice Voucher Program?

AH's Housing Choice Voucher Program (HCVP) provides eligible low income households ("Participants") with opportunities to reside in apartments and single family homes owned by private sector landlords throughout the United States. AH pays the difference between the contracted rent and the Participant's portion of the contracted rent in the form of a housing assistance

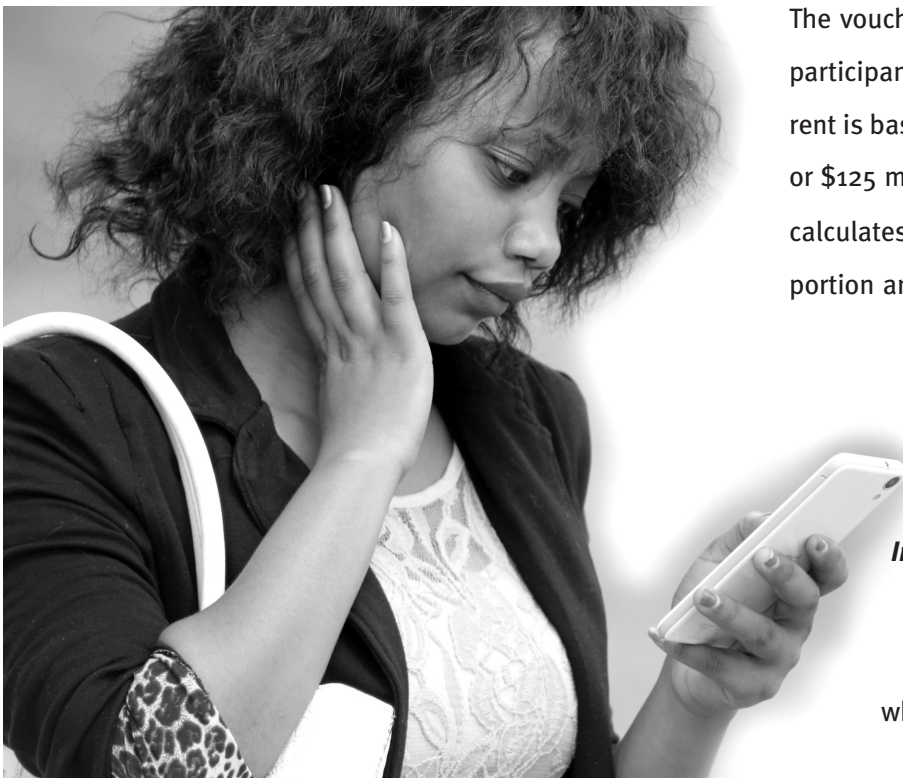
payment to the landlord on behalf of the Participant. The Participant's portion of the contracted rent is based on 30 percent of the household's monthly adjusted income or the monthly minimum rent requirement of \$125, whichever is greater (unless the Participant is otherwise exempt from the minimum rent requirement of \$125). After which AH applies an appropriate utility allowance for tenant paid utilities to determine the amount that the Participant must pay to the landlord. Households made up of all elderly and/or disabled members are exempt from the minimum rent requirement.

How much are your vouchers worth?

The voucher varies based on the portion of rent that the participant is required to pay. The participant's portion of rent is based on 30% of their adjusted monthly income or \$125 minimum rent (whichever is higher). AH calculates the rent amount to determine the tenant portion and the housing subsidy assistance.

How do I report changes to my household?

Any changes to the household should be reported by submitting to AH a completed ***Interim Recertification Change Request form***. The completed form must also include copies of documents that verify the change. For example, when submitting an Interim Recertification Change



KEEPING CURRENT WITH AH INFORMATION



Request form to report an income increase, copies of paycheck stubs and other relevant documents must be included. Household changes should be reported within 10 calendar days of their occurrence. To obtain a form to report a change to your household, visit:

Atlanta Housing

230 John Wesley Dobbs Avenue, N.E.

Atlanta, Georgia 30303-2421

Or

Call: **404-892-4700**

Fax to 404-685-4896

Can I add other household members to my voucher?

If you receive a HCVP voucher, you may add other household members during your eligibility appointment. All household members must meet AH's Housing Choice Voucher Program eligibility criteria. For special circumstances, please call 404-892-4700.

My neighbor is on Section 8 and is causing a disturbance in the community. What can I do?

If you want to make a complaint, report fraud or report

some other program violation matter relating to someone who you believe is on AH's Housing Choice Voucher Program, there are three ways to make a report:

Call: **1 888 AH 4YOU (1-888-242-4968)**

Email: reportfraud@atlantahousing.org

Write a letter and mail it to:

Housing Choice Voucher

Program Attn: Compliance

Atlanta Housing

230 John Wesley Dobbs Avenue, N.E.

Atlanta, GA 30303-2421



"We encourage you to confidentially report fraud, waste, abuse and serious mismanagement related to AH's Housing Choice Voucher Program."

Section 4:

Define Live, Work, Thrive

The City of Atlanta is vast and full of opportunities for positive exposure and growth that awaits you and your family. Just as this city continues to grow and prosper, the same applies to you. You too can grow alongside this city as you enjoy the factors of live, work & play.

Balance to Live, Work, Play!

A balanced life that is about including those areas of your life that are truly important to you and realizing that sometimes you need to make choices about what has to come first. Making choices is powerful and allows you to live a balanced life that's aligned with what you value. By choosing what comes first, sometimes there are sacrifices. But living a balanced life doesn't require you to give 100 percent of yourself 100 percent of the time. There will be times when personal/family life and work becomes too much to handle. By knowing what's most important to you and making choices based on this, you'll be better able to balance your decisions and feel whole.

To bring balance to your everyday life, consider these tips:

1. Focus on your priorities. Concentrate your time and energy on your personal and professional priorities. Be willing to say "no" to everything else. Identify

your values and align your life around what's truly most important to you.

2. Get organized. Create a structured plan each day rather than reacting to whatever comes up. Don't allow someone else's poor planning to become your emergency or priority. Plan ahead and anticipate your needs. Have back-up to handle your emergencies and a support network so that you are prepared with a step-by-step plan should the need arise. Arrange time in your schedule for other activities besides work so that your days are not only balanced, but rewarding.

3. Be flexible. Accept that needs will pop up that will require your readjustment and perhaps new choices. Forgive yourself when things don't get done. Do not strive for perfection. Allow for things to happen and not get down on yourself. Always strive to do your best.

4. Create daily routines. Instill healthy habits into your daily life. Find ways to relax, relieve tension, and minimize stress. Allow time for self-care. Consider practicing daily journaling, meditation, exercise or some other form of quiet time just for you where you can go to reflect, plan, relax and envision your day ahead. Eat healthy meals,



drink plenty of water, get adequate rest, and take care of your personal hygiene. Give yourself a break every once in a while. Structure your day to take advantage of your peak performance times.

Reminder: Balancing Live, Work and Play also includes monitoring your relationship with or overuse of technology.

Given that technology is so integral in our daily lives. Here are 4 tips we can implement right now that will help us to embrace a more balanced lifestyle.

Technology can be used to fuel us or drain us. The first thing is to notice which is happening to you. Before you hop on the internet, take a moment to consider your intention. Is there a specific purpose you're looking to fulfill or are you just bored? Afterwards, note how you feel as well. Inspired?

Don't go online until after breakfast. Whether it's the news, social media, emails or texts, they all color our day. Why not give ourselves an hour or so to just BE, without the clutter of external influences? Journaling, meditation or sitting quietly and enjoying the calm is a nice way to start the day.

Don't feel like you need a presence on every social media

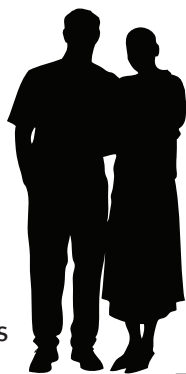


Balancing Live, Work and Play also includes monitoring your relationship or overuse of technology.

outlet. It can be very tempting to

spend lots of time updating and staying updated between the various forms of social media that are out there today such as Instagram, Facebook, Snapchat, Twitter, Pinterest, and others. Instead, pick the 1 or 2 you enjoy most and consider deleting the rest.

Out of sight, out of mind. Limiting technology time can be very beneficial to staying present in the moment. To avoid checking your phone every 30 seconds, some suggestions can include sticking your technology device in a drawer or leaving it safely put away. Or what about setting a five day technology and/or social media break and find other ways to be entertained. It can be very life-changing! Try it for even one day and see what happens!



Residents – Current and New

The City of Atlanta has great information on the its website: www.atlantaga.gov

It states: The City of Atlanta is one of the fastest-growing cities in the nation and an increasingly popular destination for college-educated young adults. In addition, a growing number of empty-nesters are moving closer to the city's core to be near arts, culture, dining, and shopping. With a population of approximately 444,000, the city makes up about 10 percent of the 10-county region's population.

There are numerous links and access to information about the following areas of interest to residents and visitors. It is important to get to know the city and learn as much as possible. The more you know the more you can experience. Great experiences lead to successful live, work, and play in Atlanta. With a housing choice voucher, you have access to all areas of the city. This manual will help you learn more and direct you to neighborhood resources about the city. Here are some of the areas of interest to residents.

- Transportation
- Public Safety
- Parks & Recreation
- Arts and Culture

Neighborhoods

Atlanta is home to 242 distinct neighborhoods.

The City of Atlanta supports neighborhoods through strong coordination with neighborhood planning units, support for community-based improvement and beautification efforts, and support for public festivals and programs. Each neighborhood has its one style and vibe. You can access information on the areas by visiting the Atlanta visitor center neighborhood profiles online at www.atlanta.net/neighborhood

No matter what neighborhood you choose, you can get more information and participate in the local **Neighborhood Planning Units (NPU)**. NPUs are citizen advisory councils that provide input to City Council and have some decision-making power over issues like zoning and land use. It may help by visiting the NPU of a neighborhood you are considering before you move in.

If you like walking communities, there is also a web-based tool that evaluates the walkability around a certain area. This will help if you are looking for communities to enjoy walking.



There are neighborhood elements such as festivals, community gardens and other activities you can participate in. It is helpful to search for the

up to date information on these types

of neighborhood activities by visiting the neighborhood link on the City of Atlanta website.

Education as a factor

You may find out information about school and school districts in the surrounding areas. For parents, when deciding on a neighborhood to live in, one of the most important factors to consider is neighborhood school quality. Neighborhood values increase when they are near quality schools. Many people search for properties near highly ranked public schools. The City of Atlanta has a school district that oversees the public education for children from Kindergarten to 12th grade. There are also a number of private schools in the city to consider.

Schools

Atlanta Public Schools has the following mission: With a caring culture of trust and collaboration, every student will graduate ready for college and career. Its vision is: A high-performing school district where students love to learn, educators inspire, families engage and the community trusts the system.

Currently, there are 98 learning sites including two single-gender campuses and 17 charter schools. It is important to identify the local school zone for your chosen neighborhood. There are resources on the Atlanta Public Schools' website that will help you learn more about the following:

- ***What is my zoned school?***
- ***What is the bus route?***
- ***How are school assignments made?***

Students are to attend the school in the zone for which the legal residence of their parents/legal guardians are located. One condition to this rule can be if the



student has received administrative approval to enroll elsewhere. For more information you may call Student Assignment at (404) 802-2233. A student's school attendance zone is determined by the legal primary residence of the custodial parent/legal guardian based on the annual completion of a general affidavit and verification of proof of residence. You can contact the Atlanta Public Schools for the following information:

- STUDENT TRANSFERS
- PROOF OF RESIDENCY CHART
- ENROLLMENT AND REGISTRATION

Private Schools

Atlanta has a number of private schools. For the most part, private schools are independently funded, parents and guardians of private school students pay tuition, which goes toward financing the school in addition to other amenities. You should research and learn as much as possible about the schools you are considering. Many private schools offer scholarships. Here are some tips to selecting a private school:

- What is the school's philosophy and vision?
- What does tuition include and what is extra?
- What extracurricular activities are offered?
- What is the student teacher ratio and maximum class size?
- Is there an entrance test? What type?
- Does the school provide daycare or have extended hours for after school activities?



Activity Q & A

1. Since I can live anywhere in the city, what area of Atlanta do I want to live in?

2. What Neighborhood Planning Unit (NPU) do I live in?

3. Where does my NPU meet?

4. What is my child's school zone?

5. Where does the bus pick up my child?

6. What school cluster do we live in?

7. Will my child attend private or public school?

Basic Utilities

1. City-managed utilities

- **Watershed Management** – Residential water/sewer service, water conservation programs, and water quality information.

- **Garbage, Recycling, and Yard Waste** – Curbside solid waste & recycling pick-up services.

2. Electricity

- **Georgia Power** – Supplies electricity services to all Georgia residents.

3. Natural Gas Options

- Georgia Natural Gas
- Gas South SCANA Energy
- Commerce Energy
- Infinite Energy

4. Alarm Systems

- **Atlanta Smoke Alarm Program** – The Atlanta Fire Rescue Department’s initiative to put a smoke alarm in every home in Atlanta, free of charge. Call 404.546.2733 for more information.

- **Home Security Alarm Systems** – As part of the City’s efforts to reduce false alarms, Atlanta residents are now required to register their home security alarm systems.

5. Cable & Internet

- Comcast
- AT&T U-verse
- Google Fiber



Frequently Asked Questions for New Atlantans

How do I transfer my driver’s license?

Within 30 days after moving to Georgia, schedule an appointment with the Department of Driver Services and gather your current license, social security card number, proof of Georgia residency (bank statement, utility bill, or rental contract) and secure and verifiable identification. Visit the Georgia Department of Driver Services to learn more.

At the appointment, you’ll hand over your former license, pay the license fee, and receive a temporary license. You may also register to vote. A few weeks later, your permanent license will arrive by mail.

How do I register and title my vehicle?

Transfer your driver’s license first. Then, with your temporary driver’s license, you can visit your County Tax Commissioner’s Office to register and title your car. You’ll need to fill out an application for a title and license plate, present proof of insurance, and pay for your registration and title that day with cash, check, or money order. Visit the Georgia Department of Revenue for further information.



Where do I register to vote?

Voter registration is handled by your respective county. Visit the *Georgia Secretary of State Elections Division* for details.

How can I stay current on public issues being addressed by the City of Atlanta?

The City of Atlanta runs Channel 26, a public-access channel that delivers programming that is timely and relevant. Keep up with Atlanta by watching Channel 26 live online.



**Activity for
Reflection and Challenge**

1. What service or utility do you need now?

2. Where can you call or visit to find that service?

3. Why are people moving closer to the core or the center of City of Atlanta?

4. What is the reason you chose your neighborhood?

Community

The City of Atlanta strives to provide services and opportunities to meet the needs of residents of all ages and income levels. The community is made up of different people with different needs. It is good to ask questions and to search for information that will benefit you and your family.

Atlanta launches ATL311, one-stop city service hotline

ATL311 is Atlanta's new non-emergency call center to help residents quickly access city departments and services. Residents can dial "311" from land lines or smartphones to reach operators between 7 a.m. and 6 p.m., Monday through Friday. Residents can also dial 404-546-0311, or visit ATL311.com for non-emergency service and information requests. You are urged to call 911 for emergencies.

Transportation

The City of Atlanta is committed to providing safe and convenient transportation options and promoting quality of life. The Atlanta office of Transportation is available to assist with questions and a smooth transition to the city.

Here are a few key things to know about transportation in the City of Atlanta.

1. The City of Atlanta has a mass transportation system known as Metropolitan Atlanta Rapid Transit Authority

(MARTA). The Metropolitan Atlanta Rapid Transit Authority is the principal public transport operator in the Atlanta metropolitan area. Visit www.itsmarta.com for more information on services, schedules and fees.

2. To report a potential hazard in the street or sidewalk: There is an online form for reporting potential safety hazards in the right-of-way. www.ditweb.atlantaga.gov/rph
3. If you are in an accident there are some helpful tips you may use. Atlanta Police Department has a checklist of what to do after you call 9-1-1. www.atlantapd.org/caraccidents.aspx
4. When you need to apply for a parking permit. The City attempts to ensure adequate on-street parking for residents by permitting on-street parking in some residential neighborhoods. You should apply for



a residential parking permit. www.atlantaga.gov/government/departments/public-works/residential-parking-permit

5. City's parking regulations help maximize available parking, maintain traffic flow and enhance public safety. You may view on-street parking rules and regulations. www.parkatlanta.org/regulations
6. When you have a parking ticket, there is an online portal to help you find your PARKAtlanta or APD parking ticket. www.atlantaga.gov/?navid=515
7. To Apply for or renew your Georgia driver's license; apply for or renew your Georgia vehicle registration you may visit the Georgia Department of Driver Services. www.dor.georgia.gov
8. If you want info on Carpooling & Commuters there is also a resource for that. Resources and incentives to help commuters explore alternatives to driving alone. www.gacommuteroptions.com/Commuter-Services

9. MARTA mobility is ADA Complementary Paratransit and Transit services for residents with limited mobility. www.itsmarta.com/accessibility-mobility

Public Safety

Police Department

The City of Atlanta has a few thousand sworn police officers and numerous firefighters. Establishing public safety in a community is something that happens with the support from community. As residents we should pay attention to our surroundings and if we *See Something, Say Something* to appropriate officials.

Fire Department

Atlanta Fire Rescue has a number of initiatives and partnerships in place, all designed to further the goal of fire safety. These initiatives are designed to provide assistance and/or information to residents, seniors and children and youth. Check out the fire prevention and health safety programs AFRD offers.



General Residents Safety info

SMART911 is an enhanced information system that

allows pre-registered users to provide critical personal information to first responders when users call 911.

Atlanta Smoke Alarm Program (ASAP) provides smoke detectors in every home in Atlanta free of charge.

Atlanta Community Emergency Response Team (ACERT) trains citizens in emergency preparedness at no cost.

The Citizens Fire Academy is a hands-on, six-week course to inform and educate Atlanta residents about their fire department and its operations.

Seniors

Senior Link is an initiative to identify seniors living in neglectful conditions, and linking them with the appropriate social service agencies that are prepared to meet their long-term needs.

Children and Youth

The **Child Seat Safety Program** provides child safety seat educational services to parents and caregivers at 33 stations across the city; also provides child safety seats to low-income families.

Building Code & Vacant Properties

Building Inspections and Code Enforcement: The City works to ensure safe and sanitary conditions in housing and commercial properties.

Vacant & Abandoned Properties: Citizens can register vacant and abandoned properties through the City's online system.



Parks & Recreation

The City of Atlanta works to improve, preserve, protect, and maintain city parks to enhance quality of life. It also maintains over 3,000 acres of parkland and operates 33 recreational centers. The Atlanta Beltline project has already increased the footprint of Atlanta's greenspace significantly with some of the most sustainable and magnificent parks in the city. You may also learn about neighboring public park systems outside of city limits.

Event Space Centers & Gazebo Rentals

There is a list of parks with gazebos and pavilions that can be reserved for picnics and other events. The city uses **iPARCS**: Online reservation portal for park facilities and programs. See the info in the resources section.

Sports & Play Facilities

There are many ways to be active or to find local activities for the family. The city has a lot to offer in the following categories:

- Outdoor Basketball Courts
- Tennis Courts
- Swimming Pool Locations & Hours
- Playgrounds
- Spraygrounds

- Basketball Courts
- Baseball Fields
- Softball and Tee-Ball Fields
- Multi-Purpose Fields
- Football Fields
- Golf Courses

Many residents have pets and the city wants them to enjoy the parks and





outdoor spaces. You may find information about the following:

Dogs in the Park

You can find everything you need to know about visiting a park with your dog by visiting the laws for paws site. The Office of Parks is partnering with communities to create off-leash dog areas in parks as well.

Multi-Use Trails are a great place to enjoy the outdoors and there are a number of trails to consider.

Atlanta Beltline Trails: Six miles of paved bicycle/pedestrian trails with 26 additional trail miles planned. www.beltline.org

PATH Foundation: Over 180 miles of off-road trails. www.pathfoundation.org

Recreational Programs for Youth

After-School Programs has a diverse curriculum of academic, arts and cultural, and athletic programs for K-5 students.

Camp Best Friends: a summer day camp for youth ages 5-18.

Atlanta Teen Leaders: a program for youth ages 11-18.

Recreational Programs for Seniors

Atlanta's Recreation Centers offer activities for seniors that include arts, crafts, computer training, exercise, field trips and celebrations for special occasions and holidays. There are resources at the end of this module and in Module 2: Connecting to Community Resources.

Recreational Programs for Citizens with Disabilities

The Therapeutic Recreation Services (TRS) program provides sports, recreation, leisure and outreach services to residents with physical, mental and emotional disabilities. If you or a family member needs these services, it would be a good idea to contact this program.

Two programs that may be helpful are:

- Afterschool All – Inclusive Therapeutic Center
- Therapeutic Summer Program

Farmer's Markets & Community Gardens

It is a good idea to find location and schedule information about community farmer's markets to increase your shopping options. You can learn about **SNAP benefits for farmer's markets**, and get involved in the local food movement. **Park Pride** has administered the community gardening program since 2007, when the City passed legislation allowing *gardens in city parks*. You can also get involved and support community organizations that support Atlanta's parks.

Arts & Culture

The City of Atlanta sets aside a portion of its budget for funding for the development of public art. The city

programming to provide and underserved communities, ~~education~~ coordinated programming such as the Atlanta Jazz Festival, and manages several culture facilities.

Public Art

There are online archives of photos and descriptions of public art around the city. This is a great way to learn about the art culture of the city.

Another great way to experience the history and art is through the walking tours. There is a free download you will find in the resources section. If you download it, the guides will lead you through Downtown Atlanta corridors and touch on historical sites and monuments that speak to the heart of Atlanta's character. www.ocaatlanta.com/events/public-art-tour

Public Events & Festivals

The Atlanta Jazz Festival is the largest free jazz festival in



the country. It is visited by many people who live here and many who do not live in Atlanta. It is a great way to experience the culture through music and see some of the best musicians.

In the City of Atlanta many Neighborhood host Festivals. You may find a listing of neighborhood festivals on the city website. There are also other things such as cultural centers and music and art resources there as well.



Community Resources

Neighborhoods

Atlanta Neighborhood Information: www.atlantaga.gov/residents/neighborhoods

Walk Score – www.walkscore.com/GA/Atlanta

Neighborhood Festivals – www.atlanta.net/festivals

Atlanta Pubic Schools – 130 Trinity Ave. SW Atlanta, GA 30303, 404-802-3500, www.atlantapublicschools.us

School Zones: www.maps.apsk12.org

Department of Student Assignment: 404-802-2233 or email them at: placements@atlanta.k12.ga.us

Bus Routes:
www.ps-edulog.apsk12.org/edulog

How are school zones determined?
The official zone boundary for each elementary, middle, and high school is established by the Atlanta Board of Education. Administrative Regulation AD-R(1) School Attendance Areas.

Students are to attend the school in the zone in which is located the bona fide residence of their parents/legal guardians unless they have administrative approval to enroll elsewhere (Student Assignment: 404-802-2233).

Community

ATL311: www.atl311.com

Utilities

www.atlantawatershed.org

www.atlantaga.gov/Admin/Components

Electricity
www.georgiapower.com

Natural Gas
www.scanaenergy.com/home

www.scanaenergy.com/en

www.infiniteenergy.com

Cable and Internet
Google Fiber – www.fiber.google.com/about

AT&T U-verse – www.att.com/local/georgia/atlanta

Comcast – www.my.xfinity.com/?cid=cust

Driving and Other Transportation
Driver Services Resources – www.dds.ga.gov

County Tax – www.mvd.dor.ga.gov/motor/tagoffices/SelectTagOffice.aspx

Department of Revenue – www.dor.georgia.gov/motor-vehicles

Atlanta Office of Transportation – 404-330-6333

MARTA mobility – ADA Complementary Paratransit service: www.itsmarta.com/accessibility-mobility

Public Safety

Atlanta Public Safety Headquarters (Fire & Police) 226 Peachtree St. SW, Atlanta, GA 30303 404-546-7000

Community Resources

Fire Safety

SMART911: www.smart911.com

Atlanta Smoke Alarm Program (ASAP): www.atlff.org/atlff/index.php/programs/smoke-alarm-program

Atlanta Community Emergency Response Team (ACERT): www.atlantaga.gov/home

Citizens Fire Academy: www.atlantaga.gov

Senior Link: www.atlantaga.gov

Child Seat Safety Program: www.atlantaga.go

Parks and Recreation Resources

Atlanta Department of Parks & Recreation: 233 Peachtree Street NE, Suites 1600/1700, Atlanta, GA 30303
404-546-6788

Atlanta Beltline: 86 Prior Street, Suite 300, Atlanta, GA 30303 404-477-3003

Atlanta Office of Parks: www.atlantaga.gov/government/departments/parks-recreation/office-of-parks

Explore Atlanta Beltline Parks: www.beltline.org

Other Metro Atlanta Park Systems: www.atlantaga.gov/government/departments/parks-recreation/office-of-parks/other-metro-atlanta-area-park-systems

Community Centers

Public Recreation Centers: www.atlantaga.gov/government/departments/parks-recreation/office-of-recreation/find-a-recreation-center

Atlanta Parks with Gazebos & Pavilions: www.atlantaga.gov/government/departments/parks-recreation/office-of-recreation/facilities/gazebos-pavilions

Public Reservation System: iPARCS: www.ctiveneto23.active.com/atlantadprca

Pets

Laws for Paws: www.atlantaga.gov/government/departments/parks-recreation/office-of-parks/laws-for-paws

Off-Leash Dog Areas Community Guide: www.atlantaga.gov/home

Recreation for Youth

After-School Programs: www.atlantaga.gov/government/departments/parks-recreation/office-of-recreation/afterschool-program

Camp Best Friends: www.atlantaga.gov/government/departments/parks-recreation/office-of-recreation

Atlanta Teen Leaders: www.atlantaga.gov/government/departments/parks-recreation/office-of-recreation

Recreation for Seniors

Office of Recreation Senior Programs: www.atlantaga.gov

Recreation for Residents with Disabilities

Therapeutics Programs in City Recreation Centers: 404-371-5008

www.atlantaga.gov/government/departments/parks-recreation/office-of-recreation/therapeutics-special-needs

Farmers Markets and Community Gardens

Farmer's Markets: www.p2catl.com/projects/farmers-markets-2/

Community Gardens: www.p2catl.com/projects/community-gardens

Park Advocacy: www.atlantaga.gov/government/departments/parks-recreation/office-of-parks

Arts and Cultural

Atlanta Office of Cultural Affairs: 404-548-6788 www.atlantaga.gov/residents/arts-culture

Learn about public art: www.oaatlanta.com/arts-hub

Free Downtown Walking Tours: www.oaatlanta.com/events/public-art-tour

Atlanta Jazz Festival: www.atlantafestivals.com

Neighborhood Festivals: www.atlanta.net/festivals

Emergency Preparedness

Atlanta Fire & Rescue Community Programs: Community programs to enhance public awareness and emergency preparedness

Sign up for SMART 911: Free service that allows citizens to provide household information to first responders in advance of an emergency

References

City of Atlanta:

Neighborhoods: www.atlantaga.gov/residents/neighborhoods

Heyman Article, “Balanced Life” Retrieved on January 28, 2018: <https://heymama.co/4-easy-tips-live-balanced-life/>

Atlanta Residents: www.atlantaga.gov/residents/new-residents

Transportation: www.atlantaga.gov/residents/transportation

Public Safety: www.atlantaga.gov/residents/public-safety

Atlanta Parks and Recreation: www.atlantaga.gov/residents/parks-recreation

Atlanta Public Schools: www.atlantapublicschools.us/atlantaps



Notes

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MODULE 2

Connecting To Community Resources & AH's Human Development Resources

MODULE 2

Contents

Section 1

Introduction: Connecting To Community Resources & AH's Human Development Services.....	3
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Section 2

AH Human Development Services	4
Atlanta Community Scholars Award (ACSA)	6

Section 3

AH Partnerships	7
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Section 4

Atlanta Community Resources.....	8
Basic Needs	11

Community Resources	12
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References.....	13
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illustrations in this module are courtesy of: www.vecteezy.com

Section 1:

Introduction: Connecting To Community Resources & AH's Human Development Services

Throughout this module you will be introduced to information about *AH's Human Development Re-sources*, *AH Partnerships* and *Connecting to Com-munities Resources* in the city of Atlanta. Because the Martin Luther King, Sr. Community Resources Collaborative (**MLKSRCRC**) and The Atlanta Housing (AH) believe in the importance of build-ing and maintaining strong communities. They work hand-in-hand to provide helpful information that will enable you and your family to create a direct connection to community resources that promote your human development needs.

As you go through the information shared in this man-ual and you are given various resources it is important to keep in mind the theme of trust. It is extremely im-portant as an AH Housing Choice Voucher Participant to build relationships with trusted community resourc-es and organizations. You and your family deserve to live in areas that are safe and trustworthy. You and your family deserve access to trusted resources that will offer fun, relaxing, and life enhancing resources. Always remember that a trusted resource provides that best and direct path of protection and development for you and your family. When using community resourc-es, you should always feel free to ask questions about what to expect and what is expected of you.

This module will provide some additional informa-tion that will support what you read in Module 1. It gives more examples of community resources and important AH information.

The rest of this module will cover the following topics:

AH human development services: This section de-tails the human development services for you and your family needs. These services are to help your household advance economically, educationally, and in health and wellness.

AH Partnerships: This section will help you under-stand the importance of taking advantage of the AH Partnerships that exist in the city of Atlanta and how to find the up to date list of these partnerships.

Atlanta Community Resources: In this section, we will help you find and take advantage of community resources that exist in the city of Atlanta and how to find information about new and changing services offered by the community.

At the end of this module, you will find additional resources listed on the Resource Page.

Section 2:

AH Human Development Services

Below is a grid that list key areas of focus, goals and specific services provided by the Human Development Services Department. Review it carefully and reach out to take advantage of the services that will help your family.

Focus Area	Goal	Services
Family Independence and Economic Advancement	To assist unemployed or underemployed individuals and families in making the transition from public assistance to productive employment and economic self-sufficiency.	AH provides: <ul style="list-style-type: none">• Essential skills & employment preparation training.• Job search and placement assistance.• Job coaching and retention support.• Financial education and resource management.
Student Achievement	Ensure all youth receive the education, training, and support services they need for success in postsecondary education and/or work.	AH provides: <ul style="list-style-type: none">• Access to after-school, summer camp and tutoring programs.• Scholarships.• Internships.
Health and Wellness	To promote healthy aging across the lifespan, enabling all residents to thrive in their communities.	AH provides: <ul style="list-style-type: none">• Programs that support seniors to remain active and engaged.• Health promotion activities for youth.• Supportive services and counseling that promotes mental stability.
Digital Literacy	To increase digital connectivity, usage and competency among residents.	AH provides: <ul style="list-style-type: none">• Digital literacy training programs for youth, adults and seniors.• No and low cost Internet connectivity.• Free Science, Technology, Engineering, Arts and Math (S.T.E.A.M) programs for school-age children.

On the AH website you will find helpful information about services provided by the organization. It is great to have help if you need it. We want you to know what type of help is provided. This way, if you need one of the services you can start by contacting the human development services team. When you go online to www.atlantahousing.org, you will find this and much more.

AH is committed to empowering its clients to achieve economic independence and a better quality of life. The Human Development Services Department is committed to empowering individuals and families to achieve self-sufficiency, economic independence and a better quality of life.

Human Development Services

The Human Development Services Department provides access to a continuum of comprehensive programs and we are committed to empowering individuals and families to achieve self-sufficiency, economic independence and a better quality of life in partnership with local service providers. The Human Services Department combines case management, coaching and service navigation to assist families in attaining their goals.

Service Areas:

- Case Management
- Senior Services
- Youth Services
- Social Services Referrals

Contracted Partners for Supportive Services:

- WorkSource Atlanta (Job placement; GED preparation; Job Training & Certification)
- Boys & Girls Club of Metro Atlanta (After-School and Summer Programming)
- YMCA (After-School and Summer Programming)
- City of Atlanta (After-School and Summer Programming)
- Big Brother, Big Sister of Metro Atlanta
- Martin Luther King Sr. Community Resources Collaborative (Good Neighbor Program – mandatory program offerings for Housing Choice Voucher program participants)
- Literacy Action (GED Preparation)
- Quality Living Services (Senior programming services)

- St. Joseph’s Mercy Care (Therapeutic Services)
- The Center for Working Families (Job Placement for Long-term Unemployed)
- Urban League of Greater Atlanta (GED Preparation & Adult Literacy; Expungement & Job placement services; Job placement for Long-term Unemployed; Vocational Counseling Services)

Continue to use the AH website as your source for updated information. It is good to check the website or call the human development services team to verify your service need and be directed to the right person to help. Your success is important to AH. By keeping open lines of communication and a willingness to reach out when needed will help keep you on track. Also, if the AH staff reach out to you for a particular issue or need, it is better to speak with them as soon as possible, and discuss what is needed for long term success.

Atlanta Community Scholars Award (ACSA)

ACSA – an initiative of the Atlanta Housing, with UNCF as the program’s fiscal agent – provides scholarship assistance to eligible AH-assisted residents between the ages of 16 and 30 to help them attend the college, university, or technical school of their choice. To encourage lifelong learning and in accordance with AH's vision for building healthy, mixed-income



Activity Q & A

1. What service do I need to learn more about?

2. What will I do to learn about this/these services?

3. When do I plan to reach out to learn about this/these services?

communities and encouraging self-sufficiency, the goal of ACSA is to encourage more AH-assisted youth to consider and pursue higher education. ACSA scholars attend accredited institutions of higher learning all across the country and are not limited to UNCF-member schools.

Section 3:

AH Partnerships

AHA is committed to empowering its clients to achieve economic independence and a better quality of life and leading to family self-sufficiency. AH accomplishes this by maintaining powerful and impactful life enhancing partnerships. These partnerships are in the form of human services that exist to support you as you adjust and enjoy your new community.

Below is a list of these partners and useful supportive services for you and your household. Some of the names may be familiar to you in the community. Other partnerships may be developed by the AH and it is important to reach out or look on the AH website for the most up to date list of partners and information:

- **Martin Luther King Sr. Community Resources Collaborative** (Good Neighbor Program – mandatory program offerings for Housing Choice Voucher program participants) Self-Sufficiency and Human Services Programs; Job Readiness and Financial Literacy Training
- **WorkSource Atlanta** (Job placement; GED preparation; Job Training & Certification)
- **Boys & Girls Club of Metro Atlanta** (After-School Programming)
- **YMCA** (After-School and Summer Programming)

- **City of Atlanta** (After-School and Summer Programming)
- **Big Brother, Big Sister of Metro Atlanta**
- **Literacy Action** (GED Preparation)
- **Liberty Group Senior Services** (Senior programming & adult day services)
- **Quality Living Services** (Senior programming services)
- **Literacy Action** (GED Preparation)
- **St. Joseph's Mercy Care** (Therapeutic Services)
- **The Center for Working Families** (Job Placement for Long-term Unemployed)
- **Urban League of Greater Atlanta** (GED Preparation & Adult Literacy; Expungement & Job placement services; Job placement for Long-term Unemployed; Vocational Counseling Services)

Take advantage of AH's partnerships, human services, and community resources by visiting the AH website: www.atlantahousing.org/for_participants.php#hds



Activity: AH Partnerships

1. What agency(s) do I need to learn more about?

2. What will I do to learn about this/these services?

3. When do I plan to reach out to learn about this/these services?

Section 4: Atlanta Community Resources

The City of Atlanta has many resources that are available to residents. These resources are provided by local organizations. The AH works with some of these local organizations. These organizations are considered contracted partners that provide supportive services. The services offered at these facilities are considered to be valuable assets.

Assets are priceless resources that cannot be found anywhere else. The community facilities below and

others were created by community leaders and citizens that shared a core belief. This core belief is that creating helpful community resources and activities ensures that any person can have access to opportunities that will enhance their quality of life for themselves and their families.

The Department of Parks and Recreation has a vision to provide excellent facilities, programs and customer service that satisfy the needs of the local communities

ATLANTA COMMUNITY RESOURCES

and the City of Atlanta. Its mission is to provide quality professional recreational services and programs to all citizens of Atlanta through balanced, enjoyable and affordable activities. **One of the community resources under the Parks and Recreation Department is The Martin Luther King, Jr. Natatorium** pictured below.

There are numerous resources in the City of Atlanta. Many have been made possible by a number of people in the community and organizations in the community coming together to create new resources. Here are some additional resources offered in the city of Atlanta:



After School Programs:

Ask your child's school officials and teachers about various after school programs and activities. There are a number of available resources for your children. The Parks and Recreation Department has programs you may want to consider. They may be able to become your after school program provider and will provide your child with an enriching and safe environment where they can unwind, develop and enrich their day with a plethora of activities. Check out the resources at the end of this module to find the contact information.

Senior Services

Senior facilities are significant to the soul of the Atlanta community at large. This city values its senior citizens and has many facilities that celebrate them and care for them with honest compassion and interest in helping them and their families with access to trustworthy and available resources. There are many resources you can find by visiting the City of Atlanta website or Fulton County Office of Aging website.

City of Atlanta

The Office of Recreation provides senior programs throughout the City of Atlanta. These programs encompass physical fitness, social networking, arts & crafts, educational seminars, jewelry crafting and more. The Office of Recreation also coordinates several local and regional trips for seniors throughout the City. Destinations

include Stone Mountain Park, Gregg Farms, local trips to the theatre, festivals and outdoor parks. Programs and activities are offered at several of the recreation center. Contact the Office of Parks and Recreation for more information.



STARline helps seniors who want to remain in their homes to “age in place” through referrals to service providers and serves as a gateway for community resources. Older adults or their caregivers can speak to a specialist. To contact them, call 404-613-6000 or email them atseniorservices@fultoncountygga.gov.

Fulton County

The mission of the Fulton County Department of Senior Services is to improve the quality of life for older adults through the development and coordination of programs and supportive services that encourage independence and enhances overall well-being for seniors, their caregivers and the community we serve.

At Senior Services, they connect residents to the right resources that aid and support their goals for active aging, care and self-sufficiency. The services provided are designed to support the aging in place with respect, quality and dignity. Through partnerships and contracts with community based organizations, in conjunction with the Older Americans Act Program, they offer an array of evidence based and innovative programs that positively impact the fastest growing population in Fulton County.

STARline - Soaring Through Aging Resources

Fulton County’s STARline is a free information and referral service for older adults (55 and older), their families/caregivers and the community.



The Metro Atlanta Senior Resources Directory

Whether you or a loved one is in crisis or you are just planning for the future, finding what you need can be a difficult and confusing task. The Metro Atlanta Senior Resources Directory is an easy-to-use resource for seniors, families, and professionals. If you are looking for Atlanta Senior Housing, Assisted Living, Retirement Communities, Home Health Care, Legal or Financial help, Meals-On-Wheels, National Health Organizations, Home Renovation, Activities, Classes and more. The website is listed at the end of this module.

The Atlanta Food Bank works with more than 600 nonprofit partners—including food pantries, community kitchens, childcare centers, night shelters and senior centers—to distribute millions of meals to families each year.

United Way of Greater Atlanta’s 2-1-1 Contact Center connects families with community resources that enables them to thrive, such as resources like food pantries,

job search and placement agencies, and financial emergency assistance agencies. This help is provided so that families can recover and become sustainable once again.

Those who reach out to 2-1-1 are connected to trained, bilingual Contact Center agents who provide information on services and referrals to programs aligned with the individual's specific needs. There are more than 5,000 agencies listed in the 2-1-1 database. 2-1-1 is free, confidential and available 24 hours a day, 365 days a year, in over 140 different languages.

Atlanta Beltline

The Atlanta BeltLine, Inc. (ABI) was formed in 2006 for the purpose of managing the implementation of the Atlanta BeltLine program. Tasked with overseeing the planning and execution of the project, ABI works closely with the City of Atlanta departments to define details of the plan, secure public funding, inform and engage members of the community, and serve as the overall project management

office for construction of the trails, transit, parks, and other key components.

The Atlanta Beltline promotes celebrating your family, going for a walk, going for a bicycle ride or talking about things that concern you and your family. It encourages all residents to take part in many activities for the whole family and celebrate your life.

Basic Needs

Our critical needs must be addressed and being able to have them met by trusted sources is essential. There is a local guide with programs that provide extended shelter and supportive services for homeless individuals and/or families with the goal of helping them live independently and transition into permanent housing. Some programs require that the individual or family be transitioning from a short-term emergency shelter. The length of stay varies considerably by program. It is generally longer than two weeks but typically 60 days or more and in many cases, up to two years



or more. The supportive services may be provided directly by the organization managing the housing or may be coordinated by them and provided by other public or private agencies. Transitional housing/shelter is generally provided in apartment style facilities with a higher degree of privacy than short-term homeless shelters. This may be provided at no cost to the resident and may be configured for specialized groups within the homeless population. This could include people with substance abuse problems, mentally ill, domestic violence victims, veterans or

people with Aids/HIV. www.unitedwayatlanta.org/wp-content/uploads/2016/08/Critical-Needs-Guide_basic-needs_2015.pdf

Our city's faith-based resources and organization are some of the most well known nationally and internationally for their continued and long-standing commitment to community service. It is helpful to learn about services of the various faith based organizations in your area. Many of them may be able to assist you in times of need through their various programs and services.

Community Resources

Atlanta Housing Authority
Human Development Services Department
Connect Me line: 404-685-4344

Atlanta Housing
230 John Wesley Dobbs Avenue, Atlanta, GA 30303 - 404-892-4700 – www.atlantahousing.org/

Atlanta Housing Partner Agency Resources AH Website for Participants: www.atlantahousing.org/for_participants.php#hds

Martin Luther King Sr. Community Resources Collaborative
101 Jackson Street N.E. Atlanta GA 30312 – 404-460-8321 – www.mlksrcollaborative.org

Big Brother, Big Sister of Metro Atlanta
1382 Peachtree St NE, Atlanta, GA 30309
404-601-7000
www.bbbsatl.org

Literacy Action
231 Peachtree Street, NE, Suite M-100 Atlanta, Georgia 30303 404-818-7323

The Center for Working Families
477 Windsor Street, Suite 101 Atlanta, GA 30312
404-223-3303

Urban League of Greater Atlanta
229 Peachtree Street NE, Suite 300 Atlanta, GA 30303-1600
404-659-1150

Faith-Based Resources
www.faithtalk970.com/content/all/faithresources

Guide to Atlanta's Historic Churches
www.saa2016atl.wordpress.com/2016/05/09/guide-to-atlantas-historic-churches

Youth Resources
Parks and Recreation After School Programs 404-546-6813
www.atlantaga.gov/government/departments/parks-recreation/office-of-recreation/afterschool-program

Community Resources

Boys & Girls Club of Metro Atlanta
Children & Youth Programs
404-527-7100
www.bgcma.org

YES! Atlanta Children & Youth Programs
678-467-4743
www.yesatlanta.org

YouthPride Children & Youth Programs 404-753-8471
www.Youthpride.org

Dance 411 Foundation Children & Youth Programs 404-622-2585
www.Dance411foundation.org

Family Resources

Northside Psychological Services Family & Individual
Counseling for Youth and Adults
770-667-3877
www.npsga.com

New Hope Family Services Family & Individual Counseling
770-406-6506 ext. 1
www.Newhopefamilyservices.net

Atlanta Family Counseling, Family & Individual Counseling
770-513-8988
www.Atlantafamilycounselingcenter.com

Odyssey Family Counseling Center, Family & Individual
Counseling for 404-762-9190
www.odysseycounseling.org

The Atlanta Food Bank
732 Joseph E. Lowery Blvd., N.W. Atlanta, GA 30318
404-892-9822
www.acfb.org

United Way 211
www.211online.unitedwayatlanta.org/Content.aspx?about

Greater Atlanta's Critical Needs Guide (Basic Needs)
www.unitedwayatlanta.org/wp-content/uploads/2016/08/Critical-Needs-Guide_basic-needs_2015.pdf

Atlanta Beltline
www.beltline.org

Senior Resources

The Metro Atlanta Senior Resources Directory
www.atlanta-senior-resources.com

References

Atlanta Housing
www.atlantahousing.org

Good Neighbor Program Manual (2017)
Neighborhood Values and Community Pride

United Way 211 | www.211online.unitedwayatlanta.org/Content.aspx?about

City of Atlanta Office of Recreation
233 Peachtree Street, NE, Suite 1700
Atlanta, Georgia 30303
www.atlantaga.gov/government/departments/parks-recreation/office-of-recreation

The Atlanta Food Bank
732 Joseph E. Lowery Blvd., N.W. Atlanta, GA 30318
404-892-9822
www.acfb.org

United Way 211
www.211online.unitedwayatlanta.org/Content.aspx?about

Faith Based Resources
www.faithtalk970.com/content/all/faithresources

Fulton County Senior Services
www.fultoncountyga.gov/seniorservices-welcome

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MODULE 3

Neighborhood Values, Community Pride, and Dangerous Pets

MODULE 3

Contents

Section 1

Introduction.....	3
Choosing The Right Community	3
Asking the Right Questions & Key Points to Consider.....	6
Questions for Potential Landlords.....	6

Section 2

Being A Good Neighbor	8
Good Neighbors Are Courteous.....	8
Atlanta Supports And Enforces Teen Curfews.....	9
Good Neighbors Communicate.....	9
Good Neighbors Get Involved In Their Community.....	10

Section 3

Community Values	11
A Healthy Community.....	12

Section 4

AH Inspection Standards.....	14
------------------------------	----

Section 5

Cleanliness Of Your Private Space	16
Money-Saving Cleaning Tips	17
Why Is It Important To Maintain Your Lawn?	18
How Can I Maintain A Comfortable Home	19

Section 6

Community Code Enforcement	21
----------------------------------	----

Section 7

Dangerous Pets	22
----------------------	----

Community Resources.....	23
References.....	23

illustrations in this module are courtesy of: www.vecteezy.com

Section 1:

Choosing The Right Community

Introduction

Throughout this module, you will be able to access information that supports you making the decision to move to, live in, and to thrive in, Atlanta. Moving to and living in the the City of Atlanta is a huge accomplishment and requires more than one type of transition. The most important transition is meeting and welcoming the people that will serve as your new neighbor (s).

This module will discuss the skills that will help you to be a good neighbor, how to use the skills that are necessary for selecting and adjusting to a new community (e.g. public safety, statistics, school performance, access to transportation, the location of quality of life amenities for all ages) and the roles and responsibilities of being a good neighbor.

Look forward to this module asking you to refer to the earlier resources proved in Module 1 – Live, Work & Thrive because it will share common information that will relate to this module.

This module of the training manual is divided into 7 sections:

- Choosing the Right Community
- Being a Good Neighbor
- Community Values
- AH Inspection Standards
- Cleanliness of Your Private Space
- Community Code Enforcement
- Dangerous Pets

At the end of this module, you will find additional resources listed on the Resource Page.

Choosing The Right Community

The City of Atlanta offers a large number of communities to choose from. Keep your mind open to different communities. Learn about the communities and what they have to offer that will match your voucher.

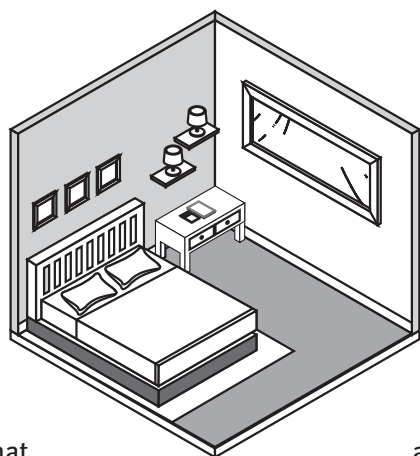
AH is devoted to helping Housing Choice Program participants and families to smoothly adjust to their new home. This adjustment impacts how you go about being a good neighbor.

Before you start looking for a new home, take some time to reflect on your needs, wants, and abilities. That way, you will look for a place that is just right for you. If you work long hours, choosing a home with a large yard may be too time consuming for you to care for. If you are realistic about your needs, wants, and abilities, then you will be more likely to find a home that you will be pleased with. Let's define: needs, wants, and abilities:

A need is something that you have to have in order to be able to maintain a healthy home. Common *needs* are:

**You may
consider *All
Communities
and All
Neighborhoods
in the City of
Atlanta***

Furniture: Buying furniture can be one of the most costly aspects of moving into a new home. After you've determined how many bedrooms and bathrooms you need, you'll also need to think about what kind of furniture you would need to ensure that your space is comfortable. When buying furniture, it's important that you prioritize pieces that are absolutely essential versus those that you can live without. Mattresses with frames, a table and chairs, lamps, and a couch or sofa are essential furniture pieces that will ensure your comfort. Electronics, bookshelves, desks, and end tables and home accessories are furniture pieces that are possible to live without or delay purchasing until you are able to afford their added cost. Also, good furniture can be used for a very long time. Don't rush into buying new furniture just because you are moving into a new home. Try to re-use furniture pieces that you already own, or look to second-hand furniture shops to find pieces that you can use for years to come.



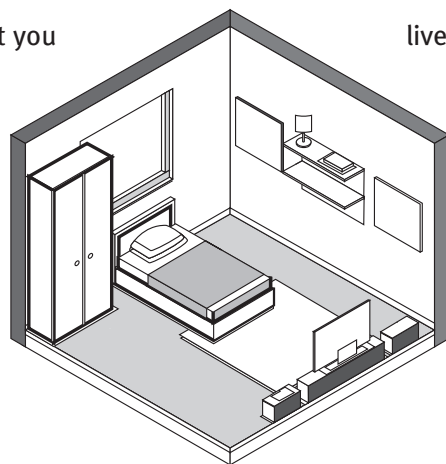
that you frequent. You want to look for a community that makes it possible for you to access places like your job, your children's school(s), grocery stores, and childcare. Having access to a bus or train line, or making sure that your new home is in walking or cycling distance from important resources will help make sure that you are able to take care of your needs.

A *want* is something that you don't really need, but would help make your home life easier if you had it. Common wants are:

Dishwasher & Washer/Dryer: Certain appliances, like a refrigerator and stove, are absolutely essential to helping us maintain a safe and healthy home others are not. While dishwashers and washer/dryers help to simplify our lives – they are not essential to our well-being. Dishes can be washed by hand and Laundromats enable us to care for our clothes.

Access to transportation:

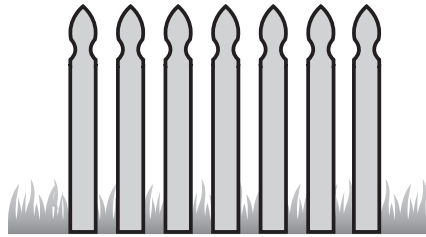
When thinking about your needs, don't forget about all of the places



Cable Television: Cable television is nice to have, but it is a luxury. Cable television costs can be very high

CHOOSING THE RIGHT COMMUNITY

often-times, and they lock customers into extensive contracts that can cause financial difficulty down the line if they are unable to pay. There are many new television options to consider and it is wise to shop around. It is important that you carefully evaluate your budget and financial capabilities before you make a decision to purchase cable television.



be mowed at least once every two weeks. Hedges and bushes must be trimmed every month and flowers must be watered on a daily basis. The equipment that you will need to

maintain a yard is costly and if you don't plan to maintain it yourself, then you will need to hire someone else to do it – another large cost. If you have never known yourself to care for gardening then you should think carefully about your ability to take care of a home with a large yard.

Home Accessories: In our excitement to move into a new home, we often desire to decorate and make it as stylish as possible. It is important to know, however, that having a stylish home is not the same as a having a safe and healthy home. Decorative pillows, silk curtains, area rugs, and store-bought art-work are lovely, but they can also be costly.

An *ability* is something that you are able to do without additional stress, time or energy. Common abilities are:

Time to maintain a large yard: Beautiful landscaping can certainly make a home look inviting. It is important to know, however, that it is also a time consuming endeavor. Yards have to be maintained. They must

Time to properly care for a pet: Pets are lovely additions to any home, but like a large yard, they are also a major responsibility. They have to be fed, exercised, and cared for by a veterinary physician. These are activities that will add to your monthly costs. Owning an animal also adds to your responsibilities as a neighbor. You have to ensure that your pet does not disrupt your neighbor's lives or safety by ensuring that the animal is trained and healthy. If you have never had experience with an animal or aren't sure that you can commit the time necessary to ensure that an animal is well cared for, then you should think very carefully about your ability to own a pet. (Be sure to check your lease to see if pets are allowable in the home you are renting.)

Asking the Right Questions & Key Points to Consider

Looking for certain neighborhood characteristics before

you move in can help you find a community where you feel safe and able to contribute. Doing a little research will help you find and adjust to a community that is just right for you!



- Is the neighborhood clean, quiet and safe?
- How big is the home?
- How much square footage is available?
- How old is the home?
- Is the house safe from lead based paint?
- Is it safe and accessible for people with disabilities or special needs?
- What utility company services the area?
- Can you provide utility companies' contact information so that I can check on the average monthly cost of the utilities
- Do you know how much the average utility bill is?
- What are the crime statistics for this area?
- Is public transportation nearby and convenient?
- Where are the nearest schools?
- How well are the schools performing?
- Are there shopping centers and food markets nearby?
- Is there a hospital or medical clinic nearby?
- Who lives in this neighborhood? Are my potential neighbors' young, elderly, or employed?
- What activities are available for my children?
- Is there a community or neighborhood association?
- Are there laundry facilities?
- Are there any recreational facilities, parks or play-grounds?
- Is the location accessible to any support agencies I need or use?
- Does the style of the house and floor plan meet my needs?
- Are there enough bedrooms, bathrooms, and closet space?
- Is the property site clean?
- Can you and your family be happy living there?

CHOOSING THE RIGHT COMMUNITY



Based on your list of needs, wants and abilities create questions that you can ask your potential landlord, new neighbors, or neighborhood business owners.

Know Who To Ask!

Once you've developed the right questions, it's also important that you know who to ask! Your potential landlord is a good person to start talking to about your new neighborhood, but to be thorough; you should talk to as many people as you can. To get the best idea of what your new neighborhood is like, you should ask the experts! The people who already live and work there can give you the best advice. Potential people to interview are:

- Your potential new neighbors
- The local police precinct
- Spiritual leaders or other worship leaders
- Teachers and other school leaders
- Community business owners

If it is at all possible, you should visit the neighborhood you're interested in at different times of the day and night. Feeling good about where you live 24 hours a day is very important if you want to adjust positively to your new community. The more you know about your neighborhood, the more confident you will feel when you move in.

Use Your Gut!

If something doesn't "feel right" about the house or the neighborhood, then there might be something wrong. Don't choose a home because the landlord or anyone else tries to pressure you into a lease. Use your list of needs, wants and abilities to keep you on track. If it's not on your list and you can't get a straight answer, get out of there!



Section 2:

Being A Good Neighbor

A good neighbor is a law abiding citizen with a good attitude — one, who values and respects the lives of others and is actively involved in the community. A good neighbor starts with you! The only control one has is control over one's self (you control you). You have the ability to decide how and what you will respond or react to. Your attitude can make or break a situation; you can cause a situation to turn for the better or for the worse.

Learning to manage stress, build positive relationships with others, actively pursuing your personal ambitions, and dealing with conflict in a constructive way will help to lay the foundation for your growth as a positive neighbor. The more you strive to bring positivity in your life, the more you will see positivity manifest itself in your life. You will take better care of yourself and your home, feel better, have stronger and more stable relationships, and be offered opportunities to engage meaningfully in community life (through a job and/or civic participation).

Good neighbors have certain characteristics. They are courteous, responsible, respectful, communicate with one another, contribute to the growth of the community and care for the vulnerable. Let's explore the meaning of this definition and how it applies to you:

Good neighbors are courteous.

To be courteous is to be mindful of the ways in which your

behavior impacts others. Your actions do not go unnoticed by other people. You matter! As a result, the things you do and say leaves an impression on others that form their perception of you. When you deeply know that you matter, then you don't need the negative attention that comes with being impolite or rude.

Courteous neighbors maintain a neat and organized exterior of the home, notify their neighbors when they plan to host an event that is outside of the ordinary (like a party or cook-out), control their guests, dispose of their trash in their personal trash bin, and ensure that their pets do not pose a threat to the community.

Good neighbors are responsible.

There are two main neighborly responsibilities: first, taking care of your personal property and second, taking care of the people who are entrusted to your care. By taking care of your personal property you contribute to the well-being and upkeep of your community. Caring for your yard, ensuring that things that are in disrepair get fixed, and maintaining a clean interior are a few ways that you can do this.

Taking care of the people who are entrusted to your care ensures not only your dependent's safety, but the safety of the community as well. So, it is important that children are always supervised when they are at play and that teenagers are positively engaged in community activities



when they are not in school. Helping teens search for and find a job or extracurricular after-school and summer activities (like sports teams, clubs, or positive youth development programs) will go a long way to ensure that they are constructively engaged in the community during unsupervised times.

It is also important to remember that while other people's children may not be your responsibility – it does “take a village to raise a child.” The more we try to get to know our neighbors and their children, the more we are able to use our power as adults to influence them positively. Look out for the children in your neighborhood. Strive to make sure that they are safe and that they know that they are supported. The more we care for the children around us, the more we can expect that they will live up to their potential.

Atlanta Supports And Enforces Teen Curfews

The City of Atlanta has a curfew for teens! It is illegal for children and youth under the age of 17 to be on the streets without adult supervision. **Parents are responsible** for the penalties that can occur if their teen is caught after curfew. Youth must be off the streets from 11pm-6am on Monday-Thursday and from 12am-6am on Friday-Sunday. Parents can suffer penalties of a \$1,000 fine, 60 days in jail, or community service if their child is caught in violation of this code.

Good neighbors are respectful of their neighbors' personal property.

It is important for us to acknowledge the effort that other people make to own their property. Good neighbors are mindful of how they treat other people's property. Good neighbors don't litter. They dispose of their trash in their own personal bins (rather than in someone else's yard or walk-way). If they hope to use their neighbor's item, they always ask for permission before they use it. While these demonstrations of respect may seem small, without them – you might be causing a major inconvenience in someone else's life.

Good Neighbors Communicate.

It is no coincidence that “communication” and “community” are so similar. They both originate from the Latin word “communis,” meaning “in common” or “shared.”

American educator John Dewey, (1852-1952), identified communication as one of the most important parts of democracy, which he defined as a way of life inspired by faith in the creative possibilities in human nature. For Dewey, democracy was not about each adult being able to cast a single vote, but rather about each member of society being able to communicate, to speak and be heard while hearing others, within society. Communication is a two-way process. You communicate because you want to be heard, and others communicate because they want you to hear them.



Communication can be both verbal (spoken or written) and nonverbal (demonstrated by your actions). People may pick up more on how things are said than what is actually said. Often, negative nonverbal communication is not intended, and if you feel you are receiving a negative nonverbal communication from someone, then it is a good idea to confirm the communication verbally rather than taking the nonverbal communication at face value.

When you communicate with others, keep in mind the following suggestions:

Think before you speak. Choose your words carefully to say the information you want to get across. Avoid using slang words that may be misinterpreted.

Speak in a clear voice. If you are not certain if the person you are talking to understands what you have said, ask if you should repeat it.

Maintain eye contact. Looking at the person you are talking to keeps their attention on you and what you are saying. Therefore, it is easier for them to understand your message clearly. However, be aware that some people may view constant eye contact as intimidating or threatening. Watch for nonverbal clues to help determine when this is the case.

Listen to what others are saying and let them have their say before taking your turn to speak.

If you do not understand what someone has said, then ask him or her to repeat the message or ask about particular words you do not understand. The speaker will be grateful that you are trying to get his or her exact meaning.

Remember that you do not have to agree with everything that is being said. In a community with a diverse population, people are bound to have different opinions, and everyone will not agree with you. This does not mean that their opinion is right or wrong, just different.

Monitor your emotional reactions to what you are hearing. Generally, a strong emotional (felt) reaction will come faster than a rational (thought-out) reaction. Sometimes it is better for the overall discussion if you control your emotional reaction to a particular statement. A rational response is usually better received by the person listening to you. On the other hand, sometimes a passionate reaction, delivered in a respectful manner, can show how important the issue is to you.

Good neighbors get involved in their community Communities are a collection of people from various backgrounds with different ages, genders, marital status, religions, races, incomes, and cultures. More than ever,

families—renters or homeowners—depend on each other to create and maintain a positive living environment. That is why it is important for you to get involved in your community. It allows you to work with your neighbors to develop a vision for your neighborhood and take the necessary steps to make your vision reality! Getting involved also allows you to improve and maintain the quality of your neighborhood. You can start by doing

something as simple as building relationships with the people who live right next door to you, or something more complex like volunteering at your neighborhood school, joining or starting a neighborhood association, and representing your community at city-council and other civil service meetings.

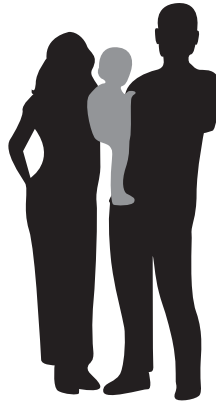
Section 3: Community Values

Values are the importance we give to things, ideas, and people. Your personal values influence your willingness to accept community values. A value system in your community is necessary because it sets the standard for what is important and what is not. A value conflict can occur when there is a mutual distrust and misunderstanding between neighbors or individuals with different value systems. This opens the door for neighborhood values and etiquette (respect). Even though you have the right to voice your personal opinions, you must give respect to others when their opinions are voiced.

A healthy, thriving neighborhood is composed of law abiding citizens with good attitudes, who value and

respect the lives of others and are actively involved in the community. Healthy citizens create healthy neighborhoods which in turn, create communities that attract positive opportunities (such as jobs, new housing, and improved education) which allow their community to thrive. Important characteristics of healthy, thriving neighborhoods are those that are safe, clean, welcoming; and thrive on respect, responsibility and reciprocity.

A healthy neighborhood is safe. In safe neighborhoods, children are able to play outside, neighbors look out for one another, and there is a general feeling that one will not come into harm as they go about their lives.



There are many important benefits to living in a safe neighborhood: it is easier to maintain a positive attitude, which will help you attract and develop positive relationships.

Residents are able to exercise or enjoy the amenities that a community has to offer and enjoy the peace and tranquility that comes along with feeling secure in their surroundings.

Safe neighborhoods are not always completely free of crime. Conflicts do arise from time to time, but there is an overall sense that you can manage your life without unnecessary stress. You play an important role in creating or maintaining safety in your community. Safety starts with you! You can ensure the safety of your children by ensuring that they are supervised at all times. You can ensure the safety of your home by making sure that it is well-maintained. You can ensure your personal safety by locking doors and windows and knowing how to get in immediate contact with law enforcement and other emergency services. Lastly, you can ensure the safety of your neighbors by getting to know them and their patterns. That way, if you see any unusual activity, you will be in a better position to help.

A Healthy Community

A healthy neighborhood is clean. Maintaining a clean

home improves overall health in the community. In your personal home, cleanliness prevents germs and sickness. Physical well-being also supports emotional well-being. When your body feels good, naturally so does your attitude or spirit.

When people feel good about themselves, they tend to present themselves in a positive light. The same can be said for our neighborhoods. When we care about where we live, we are more likely to express our satisfaction by maintaining clean homes and yards. A clean home and yard is one that is free of clutter and trash. They are well organized and regularly maintained by their residents.

Having a clean home and yard can start a “chain-reaction” in your neighborhood. If you take pride in your home, your neighbors are likely to begin to take pride in theirs too. If each person does their part, the neighborhood will transform into an inviting and welcoming place to live.

A healthy neighborhood is welcoming. Healthy neighborhoods are made up of people who care about one another. Neighbors take the time to smile and say hello to another and do their best to look out for another. Living in a welcoming neighborhood does not mean that every door is open to every person at any time, but instead, it means that visitors feel safe and old-friends and family are happy to come back. A neighborhood thrives on respect.

Neighborhoods thrive when their residents show respect for themselves, for others and for their property. Self-respect is essential to living a satisfying, meaningful life. Self-respect involves seeing yourself as a worthy human being, as someone who matters. You can show self-respect by attending to your personal needs as an individual. These needs can include health care and hygiene, income and connections to other people. A self-respecting person tends to his or her health needs, including both physical and emotional concerns. A self-respecting person respects others.

Respecting others refers to a stance that we take toward other individuals. It is an attitude grounded in the belief that others are worthy individuals, just as we regard ourselves as worthy individuals. There are many benefits to showing respect to others: people are more likely to respect you in return, you grow connections to your community, you will feel better about yourself, and you will serve as a useful role model to children and other youth who look up to you.

In our society, we recognize a person's ownership of property. Property includes any object, such as a car, barbecue grill, broom, or garden hose that a person owns. Always, ask before using another neighbor's property and be prepared to accept that he or she may say "no."

Not valuing a person's property makes the person think that you are disrespecting him or her "personally" and can cause undue conflict. A neighborhood thrives on responsibility. Being responsible is an essential characteristic of individuals who live in healthy and thriving neighborhoods. A responsible individual is someone who is personally accountable for something or someone within their power or control. You are responsible for your actions, the home or the space you occupy, maintaining your personal property, and caring for your dependents. Taking care of your responsibilities ensures that you do not inconvenience or trouble others. It also helps you to avoid unnecessary conflict. A neighborhood thrives on reciprocity, which is the process of give and take.

Neighborhoods thrive on the process of "give and take"

It recognizes that we do not live in our communities all alone. We work together with our neighbors to create a shared vision of what it means to live in a safe, healthy, and vibrant neighborhood. If you contribute to the well-being of your community, you will also get to experience the benefits of your participation. Being courteous to your neighbors, taking care of your personal property, and finding ways to get involved in order to improve your community are all healthy ways that you contribute to the positive growth of your neighborhood.

Section 4:

AH Inspection Standards

To ensure that you move into a safe home in a healthy and thriving neighborhood, the Atlanta Housing (AH) takes certain actions to ensure that you live in a quality environment. To do this, AH will investigate and monitor any complaints received, either from the landlord or the tenant.

The rental unit you select will be required to meet AH's inspection standards. It is important to know that AH will reject applications for Housing Choice Vouchers for properties that are located in communities where there are high concentrations of crime or where the community has been visibly neglected. From time to time, AH may need to inspect your unit while you are living there in order to ensure that the health and safety of the residence is maintained.

After you move in, maintaining a clean home is the most efficient way for you to ensure the health and safety of your family and your participation in the Housing Choice Voucher Program. Cleanliness will keep your home in working order and will lay the foundation for a successful relationship between your family and the Atlanta Housing.



Here is a list of **key inspection items** that must be in sound working order before a tenant can occupy a unit and to continue living there:

- ☐ Smoke detectors must work.
- ☐ Utilities must be on and working.
- ☐ All electrical outlets must have undamaged cover plates.
- ☐ Handrails must be in place in stairways.
- ☐ Paint must not be peeling.
- ☐ Carpet and flooring must be clean and properly installed.
- ☐ Window panes must not be damaged.
- ☐ Burners on stoves must work.
- ☐ Stove control knobs must be in place.
- ☐ Bathroom fans or vents must be working.
- ☐ Faucets and plumbing must not be leaking.
- ☐ Walls, doors, floors and ceilings must not be damaged.
- ☐ There must not be any boarded up units within a one block radius.

Complete the following Activities before moving on to the next section.



Activity "Household Chores"

- Identify at least three Household Chores that you anticipate having to accomplish on a weekly basis in your own home.

1. _____

2. _____

3. _____



Activity "Kids Chores"

- If you have children, identify at least three Household Chores that you can assign to them on a weekly basis to help out in the home.

1. _____

2. _____

3. _____

Section 5:

Cleanliness Of Your Private Space

Good housekeeping is a type of cleanliness.

Cleanliness of your private space is an example of good housekeeping. Good housekeeping involves the general care, cleanliness and orderliness of your home and the immediate surrounding property. Practicing good housekeeping habits ensures that your home will be free of potential fire and health hazards. It is a fundamental part of maintaining a safe, healthy and comfortable quality of life.

Cleaning your home must be an ongoing and consistent process. Consistent cleaning minimizes dirt and dust build up and prevents unnecessary scrubbing and scraping of home furnishings, floors, and walls. If you create a cleaning schedule that best fits your life, housekeeping will not take up a lot of time and effort. Below are benefits to maintaining a clean home.

- Cleaning maintains your personal hygiene
- Cleaning prevents respiratory irritations such as asthma, sinus infection, and bronchitis
- Cleaning maintains the overall health in your environment
- Cleaning eliminates insects and rodents from coming into your home
- Cleaning helps to develop a good impression of you to your neighbors and landlord
- Cleaning creates a pleasant, peaceful, and comfortable environment for you and your family
- Poor housekeeping and property damage can result in termination from the Housing Choice Program



Cleaning Supplies Checklist

Here is a basic list of cleaning supplies. Be creative! Cleaning isn't glamorous. You don't have to use top of the line items to get the job done!

Dusting

- ☐ Cleaning Cloths/Rags
- ☐ Dust Mop
- ☐ Dusting Spray or Furniture Polish

Trash Maintenance

- ☐ Trash Cans (1 per room)
- ☐ Trash Can Liners (Trash bags or plastic bags)
- ☐ Baking Soda
- ☐ Recycling Bins

General Cleaning

- ☐ All-Purpose Cleaner
- ☐ Kitchen Cleaner or Wipes
- ☐ Bathroom Cleaner or Wipes
- ☐ Bleach
- ☐ Sponges and Paper Towels
- ☐ Gloves

Special Surface Cleaning

- ☐ Oven Cleaner

Floors

- ☐ Broom and Dustpan
- ☐ Vacuum Cleaner or Sweeper
- ☐ Mop, Bucket and Mopping Solution
- ☐ Floor Polish

Storage and Organization

- ☐ Storage Containers
- ☐ Labels or Label Marker



Money-Saving Cleaning Tips!

1. Use mild dish soap or plain water

Many areas of your home can be kept clean by using a mild dish soap and plain water. Dish soap can be used as a laundry stain remover, a window cleaner, a surface spray, a carpet stain remover, fruit and veggie wash, and to clean most surfaces in your home. We often turn to specialty cleaners for each different surface in our home, but dish soap is a great mild alternative that won't damage most surfaces.

2. Clean daily

Doing a little bit of daily maintenance will reduce the need for tougher cleansers to clean your home. Most stains can be removed with water, dish soap, or laundry soap if they are treated quickly. Spills that are wiped up right away rarely need much cleanser at all to be cleaned. Make it a point to clean and maintain your home daily, and you'll find much less of a need for specialty cleaners and expensive solutions.

3. Use a Store Brand

We get stuck on the brands we know and trust a lot, but sometimes there's a store brand of the same cleaner that may work just as well for a fraction of the cost. As an example, the store brand of the household eraser was forty percent less expensive than the name brand,



and they are virtually identical. Look for store brands and compare ingredients. More and more store brands clean just as well as more expensive name brands.

4. Buy On Sale and Use Coupons

Even if you're not a coupon person, a tightened household budget can really benefit from some careful shopping and coupon usage. Manufacturer's websites often have coupons to entice buyers to try their product. Grocery stores and drug stores alike print coupons in their sale papers. Look for sales on items you normally use and buy extra if the price is right.

5. Store Cleaning Supplies Properly

Improperly stored cleaning supplies can turn into a mess. Make sure your supplies aren't exposed to extremes in temperature or light. Keeping supplies from spilling and mixing is also a major concern. Cleaning supplies should also be stored away from areas where pets or small children might come into contact with them.

6. Simplify Your Supplies

There's a cleaner for everything and if you get them all, your cleaning cupboard would be overflowing. The truth is that a lot of cleaners can pull double duty. If you really want to save on your household budget, pick



all-purpose and multi-purpose cleaners. Save specialty cleaners for really tough jobs, and only if your others don't work well.

7. Choose Reusable Cloths and Mops

Disposable items are handy, but they can quickly eat up a household budget. To save money, pick items that can be reused. Microfiber cloths are a great choice for cleaning, dusting, and scrubbing. Instead of disposable mopping pads, pick a good reusable mop that will last.

8. Make Your Own Cleaners

There are a lot of ingredients around your home that can be used to make great cleaners at a fraction of the cost. Vinegar is a great all-purpose cleaner. Baking soda is gentle enough to use as a mild abrasive in many areas of your home. Lemons have a natural bleaching ability. This can be a great way to cut cleaning costs.

9. Control Clutter

Controlling clutter is a major part of keeping a house clean. The added benefit is that clutter can be turned into extra cash through yard sales. Getting rid of unneeded items will cut your cleaning time and expenses.

What is exterior housekeeping?

The exterior of your home is the first thing people will



see when traveling through your neighborhood. It is the first impression of the family that lives within it. Here are a few tips for maintaining a tidy home exterior:

- Windows and storm doors should be kept clean, with glass and screen intact.
- Mini-blinds should be clean and not torn, ripped, damaged or blinds missing.
- Porches should be kept clean and free of debris, trash, and hazards. Any items stored on the porch should not block entry ways or exit ways to the home.
- Steps and sidewalks should be clean and free of hazards.
- Driveway and yard should be free of abandoned, unregistered, or inoperable cars or vehicles.
- Carports should not be used as a storage room or sitting room.

Why is it important to maintain your lawn?

A healthy lawn contributes to the beauty of your property and neighborhood. Maintaining an attractive lawn requires proper care and attention and is not an easy task. For some, this task is relaxing and enjoyable. For others, it is a chore and hard-work. As a good neighbor, you are obligated to take care of your lawn. Make sure that you are willing to do the following:

- In Summer, mow your lawn once per week.
- In Fall and Spring, mow your lawn once every two weeks.



CLEANLINESS OF YOUR PRIVATE SPACE

- Maintain the health of your grass by fertilizing it once per year (usually in Spring). Doing this will help the grass to stay green and grow.

Here are a few of the benefits of maintaining a healthy and well-maintained lawn:

- Grass keeps your lawn cool during summer.
- Grass absorbs sound, preventing uncomfortable noises and sounds.
- Green plants remove carbon dioxide and produces oxygen which allows healthier breathing.
- A well-maintained lawn is one of the safest surfaces for children to play on.

How can I maintain a comfortable home?

In addition to keeping a clean home, there are also things that you can do to make sure that you live in a comfortable climate. Homes become warmer as moisture in the air (humidity) increases. This causes the air conditioner to work harder, which can result in higher utility costs. Daily living activities such as bathing, cooking, washing dishes and clothes, and watering plants add a considerable amount of moisture to the air inside your home. Here are some tips to help reduce unnecessary indoor humidity and lower your utility bill:

During the Summer:

- Wash clothes, dishes, and floors during the coolest part of the day.
- Cook with covers on pots and pans.

- Close the bathroom door when taking a shower or bath.
- Cover windows with direct exposure to sunlight with lined curtains, blinds, or shades.
- Keep “in-and-out” traffic to a minimum.
- If possible, keep the thermostat at 78-80 degrees.
- Use ceiling fans or floor fans to help keep room(s) cool. Doing so can make your rooms seem up to 6 degrees cooler.
- Move furniture and curtains away from heating and air conditioning vents.
- Change your filters monthly during the heating and cooling season. If you have pleated filters, change them at least every 3 months.

During the Winter:

- Wear layers of clothing.
- Lower your thermostat when large groups of people are expected.
- Do not use your stove/range to heat your home.
- Keep windows and outside doors closed.
- Keep cold wind outside by closing the doors to attached garages.
- Lower your thermostat when your family is gone for the day.
- Remove window air conditioning units, for the winter months.
- Cover bare floors with rugs/area carpets.
- Let sun shine through the windows during the warmest part of the day.
- Wrap water pipes with insulation.
- Keep the thermostat on your heating system at

the lowest comfortable setting. Georgia Power recommends 68 degrees.

- Caulk around windows and doors and replace weather-stripping that is flat and cracking.
- Close your drapes at night to help retain heat.
- Open curtains during the day on windows facing south and west to help warm your rooms.
- If you are going away for several days, lower the thermostat to 60 degrees. Don't turn the heater totally off because the pipes could freeze and break causing water damage to your home.

Year-Round

- Switch light bulbs to fluorescent

As your light bulbs need to be replaced, switch from normal incandescent bulbs to fluorescent light bulbs. The bulbs will cost a little more in the short run, but they last up to 10 times longer, and use 2/3 less energy to provide the same light. You save money on your energy bill and your household budget by buying bulbs less frequently. Buying just a few at a time to replace burned out incandescent bulbs is easy to do and will make a big impact over a year.

Water Heating Tips

The water heater is the second largest energy user in most homes. Heating and air-conditioning units are usually the largest. Learning how to use hot water efficiently will save you energy and money. Factors that affect the amount of hot water you need include: the number of people using

the hot water, the size of the tank, and the location of the water heater. Listed below are several ways you can reduce your hot water needs and energy requirements:

- Change some of your family's personal energy habits such as taking shorter showers and shallower baths.
- Use a hot water wash only on clothing items that require hot water (like whites) and always use a cold water rinse.
- If the hot water tank is warm to the touch, add an insulated wrap around it to reduce the heat loss and energy cost.
- On electric units, install a water heater timer.
- Setting a timer to heat water 4 to 5 hours per day or less can produce energy savings.
- A more energy efficient system is ideal, but insulation and change of habits cost little (or nothing), and can result in substantial savings on water heating.



Section 6: Community Code Enforcement

As an AH Housing Choice Program participant, you and your family are required to have an understanding of the enforcement of the City of Atlanta's community code as it pertains to the upkeep of your new community. Community Code Enforcement is a type of service that strongly embraces the philosophy of building partnerships with the Community in all its daily operations and functions. This philosophy is known as Community Policing and it promotes the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that speak to public safety issues that particularly deals with the upkeep of your family's home.

- City of Atlanta website: www.atlantapd.org/services/community-services/office-of-code-enforcement. You and your family will be able to find more information.

The Code Enforcement Section is responsible for the inspection and enforcement of residential and commercial properties that violate the Atlanta Housing Code, Graffiti Ordinance, and/or Commercial Maintenance and Industrial Code. Properties are inspected for violations such as:

- Decayed/damaged leaking roofs
- Holes in flooring (both inside and out)
- Broken window glass; flaking/peeling paint
- Units not supplied with water or adequate heat
- Rodent infestation or unsanitary conditions
- Overgrown, littered vacant lots
- Junk/inoperative vehicles
- Graffiti
- Electrical hazards
- Open and vacant structure
- Dilapidated buildings, and
- Numerous other deficiencies which render properties substandard, or unsafe to its occupants or the general public.



Section 7: Dangerous Pets

As an AH Housing Choice Program participant, you and your family will be required to understand what defines, and how to handle, sharing your new living space with what is considered to be dangerous pets.

As a part of your application to become a program participant, this information below was provided to you in the documentation:

As an AH Housing Choice Program participant, you and your family will be required to understand the relationship between being a program participant and the presence of dangerous pets in your new community according the Official Code of Georgia section 4-8-21 (OCGA § 4-8-21) which states the following:

WHEREAS, in accordance with OCGA § 4-8-21, a dangerous dog is any dog that: (A) Causes a substantial puncture of a person's skin by teeth without causing serious injury; provided, however, that a nip, scratch, or abrasion shall not be sufficient to classify a dog as dangerous; (B) Aggressively attacks in a manner that causes a person to reasonably believe that the dog posed an imminent threat of serious injury to such person or another person although no such injury occurs; provided, however, that the acts of barking, growling, or showing of teeth by a dog shall not be sufficient to classify a dog as dangerous; or (C) While off the owner's property, kills a pet animal; provided, however, that this subparagraph shall not apply where the death of such pet animal is caused by a dog that is working or training as a hunting dog, herding dog, or predator control dog.



Community Resources

YOUTH RESOURCES

South Atlanta Cluster Community Resources Guide

This guide is intended to offer information about supportive services for youth and families.

dph.georgia.gov/sites/dph.georgia.gov/files/WIC_Resources/Resources/United%20WayofMetropolitanAtlantaResourceGuide%20-%20Metro%20Counties%20Only.pdf

Atlanta Public Schools

www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/11155/South%20Atlanta%20Community%20Resource%20Guide%20June%202017.pdf

Fulton County Juvenile Court

Program Services Resource Guide

www.fultonjuvenilecourt.org/sites/default/files/FCJC_ResourceGuide_4_2015.pdf

This guide is intended to provide a quick resource for families who need mental health, behavior, education, developmental disabilities and/or other services but does not cover all of the community services available.

POLICE RESOURCES

Atlanta Police Headquarters

Administrative Offices: 141 Pryor Street, Atlanta, Ga, 30303
404-613-5711

Neighborhood Crime Reports

Records and Reports

www.fultoncountyga.gov/police-home
404-613-5700

City Of Atlanta

404-330-6190

Code Enforcement complaint line 24hrs

References

Good Neighbor Program Manual (2017) –

Neighborhood Values and Community Pride AH

Supportive Services Referrals

www.atlantahousing.org/docs/supportive-housing.pdf

Dangerous Pet

codes.findlaw.com/ga/title-4-animals/ga-code-sect-4-8-21.html

Notes

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MODULE 4

Crime Prevention, Family Safety and Conflict Resolution

MODULE 4

Contents

Introduction

What We Are Here To Do	3
------------------------------	---

Section 1: Neighborhood Crime Prevention

What Are My Risks?	4
What Are My Solution Options?	4
How Can I Get Involved?	6

Section 2: Home & Family Safety

What Are My Risks?	7
Some Conflict Resolution Solution Strategies.....	10
How Can I Get Involved?	11

Section 3: Conflict Resolution

What Are My Risks?	12
What Are My Solution Options?	16
How Can I Get Involved?	16

Discussion Questions.....	18
---------------------------	----

Community Resources	20
---------------------------	----

General Home Safety Tips	21
--------------------------------	----

Security and Protection / Safe Play Tips.....	22
---	----

References.....	23
-----------------	----

illustrations in this module are courtesy of: www.vecteezy.com

Introduction

What We Are Here To Do

In this module, you will learn about neighborhood crime prevention, home & family safety, and conflict resolution between families and neighborhoods. You will learn important tools that will help you with knowing what to look for to stop crime and promote safety in your home and neighborhoods; you will learn about who to call and what organizations are there to help you with family/home safety issues; and you will also learn techniques to help you control anger and conflict with others. At the end of this module, you will receive community resources and references to guide and help you with issues related to neighborhood crime prevention, home & family safety, and conflict resolution between families and neighbors.

What we are here to learn

Atlanta is home to a diverse group of individuals, making up 4.14% of the state of Georgia's population. The city of Atlanta is surely an exciting place to reside in and raise a family. Alike other cities in the United States, there are some aspects of the city we should all be aware of. The city of Atlanta is open to various forms of crimes. This module will focus on discussing three areas that are often impacted

by crime and conflict: **Neighborhood Crime Prevention, Home & Family Safety, and Conflict Resolution.**

As we go through this module and learn more about the three main areas impacted by crime *within* the city of Atlanta, we will also provide you the needed tools to empower you within the areas of crime intervention, family safety and conflict resolution.

Please keep in mind the following questions as you go through this module.

What are my risks?

What are the types of risks to my safety and what are the signs to look for?

What are my solution options?

What strategies should I implement to remove the threat to my safety?

How Can I Get Involved?

I care about my family and my community. What part can I play in helping to create safety?

Section 1:

Neighborhood Crime Prevention

There are 242 neighborhoods (and still counting) that serve as homes to the Atlanta, GA residents. With a steady flow of people moving into the Atlanta, GA area, the possibility for crime to increase is likely to happen. In this section, you will learn about the importance of taking action to prevent crime in your local neighborhoods. Crime Prevention may include being watchful of dangers that threaten the safety of your home and working with your local law enforcement to contribute to the safety of your neighborhoods. It is a responsibility we all share as neighbors to work together in preventing crime in our communities.

What Are My Risks?

Neighborhood Crime Risks include:

- Drugs & Guns
- Gang Activity
- Property Crime

Drugs and guns that illegally enter neighborhood communities often contribute to increase risks for crime that can lead to neighborhood destruction. Often **gang activity** is attached to the importation of illegal substances and violence with guns. Most commonly gangs draw in young people. Reasons may include the need to seek popularity, undue attention, prevent being bullied, or a need to feel

protected. Often an initiation into gang life requires for the young person to commit a violent crime such as stealing, dealing or transporting drugs, or even murder.

Examples of **property crime** include burglary, larceny-theft, loitering, and property vandalism by graffiti.

Abandoned property such as houses, and cars increase the prevalence of crime activity and can lead to reduction in neighborhood property value.

What Are My Solution Options?

Crime prevention strategies include the following:

Know Your Neighborhood

Visit your local government webpage or speak with your landlord about your neighborhood area crime rates and community environment. Ask about the likelihood of criminal re-entry, sex offenders, gang activity, transitions of your community including gentrification.

Promote Open Space for Safety and Prevention

Promote for safe open spaces to live and play. Speak up for your neighborhood to develop programs such as Anti-Gang Injunctions, Weed & Seed Safe Havens.

Neighborhood Clean-ups

Develop neighborhood clean-ups to promote safe environments and to show positive investment into the neighborhood community.

Youth Involvement

Develop opportunities for youth leadership through youth neighborhood councils. Involve youth in neighborhood safety through youth prevention programming.

Know Your Local Officials

Identify your local law makers and city officials that support your community on a political level. Form partnerships with the local police enforcement for community support.

How Can I Get Involved?

Transformation and Advocacy:

- Join/start Neighborhood Watch
- Lead a National Prevention of Awareness Day in your neighborhood (see resource page for source on national prevention & awareness calendar observations)



Gang Violence Prevention:

- Know your child's friends and get to know their families as well.
- Keep a watchful eye on your child's technology use. This can include what they watch on TV, what they watch on their smart phone or tablet devices, and who they communicate with by phone calls, text messages, or social media.

- Be proactive by communicating with your child the dangers of being a part of a gang or hanging out with the wrong crowd.
- If you do not know how to start the conversation, find resources both written and visual that can help you. Address topics during family talks and ask your child what he/she already knows about gangs and violence associated with gang life.

Be a good neighbor

- Participate in your neighborhood association. (see resource page for source on how to get started with your neighborhood association.)
- Participate in neighborhood events

SPEAK UP!

- Report dangerous or inappropriate activity that you see in your neighborhood.
- Inform your landlord or other neighbors of issues that you see in your neighborhood. Share ideas to improve community safety and involvement.
- Speak up if you see children unsupervised or in dangerous situations. Talk to parents and provide support to parents of children who may need help with good decision-making skills. Address the need to work together as one neighborhood unit. Everyone is a reflection of the neighborhood.



Section 2:

Home & Family Safety

What Are My Risks?

Home & Safety Risks include:

- Violence Against Women Act (VAWA)
- Alcohol and substance abuse
- Theft, Burglary, & Fraud
- Home Safety Issues

Violence Against Women Act

To give attention to the seriousness of the crimes associated with domestic violence, sexual assault and stalking, Congress passed the Violence Against Women Act of 1994 (VAWA) as part of the Violent Crime Control and Law Enforcement Act of 1994. The VAWA is a historic piece of legislation that sought to improve criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States.

The 1994 bill was a turning point, marking the first comprehensive federal legislative package designed to end violence against women. It was also a win for women's groups that lobbied hard to persuade Congress to legislate federal protections for women because states were failing in their efforts to address this violence. The VAWA included provisions on rape and battering that focused on prevention, funding for victim services and other matters. It included the first federal criminal law against battering and a requirement that every state afford full faith and credit to orders of protection issued anywhere in the United States.

The protections and provisions granted by the 1994 legislation were subsequently expanded and improved in the Violence Against Women Act of 2000 (VAWA 2000) and the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005). In 2013, President Obama reauthorized the Violence Against Women Act, with new provisions extending the protection of Native Americans and members of the LGBTQ community.

The passage of VAWA in 1994 and its reauthorization in 2000, 2005 and 2013, has changed the landscape for victims who once suffered in silence. Victims of domestic violence, dating violence, sexual assault and stalking have been able to access more services and resources. A new generation of families and justice system professionals have come to understand that domestic violence, dating violence, sexual assault and stalking are crimes that will no longer be tolerated in our society.



Having a safe home and a healthy family is a top priority.



Knowing what to look

for and how to stay safe can often be a challenge, especially when dangers can come from within your own household. This module focuses on how everyday living (in your own home) can lead to unwanted dangers. This section also points out unforeseen dangers and outside influences that can threaten the safety and security of your home and family. Family safety is defined by maintaining the health and wellbeing of your family members from the threat of violence, unhealthy behaviors, and influences.

Alcohol And Substance Abuse:

There are many common forms of substance abuse within the home environment. **Alcohol** is a chemical that can cloud your mental judgement and lead to serious medical conditions when heavily used. Alcohol misuse can lead to problems such as heart disease, kidney disease, and liver failure when abused. **Illegal drugs** are very addictive and often require individuals to risk their safety, freedom, and even their lives. Some known illegal drugs that are usually used in the home settings are: cocaine, methamphetamine, and cannabis (marijuana).

**M e d i c a l
d r u g
a b u s e** has
b e c o m e
largely one of

the most commonly used forms of substance abuse. They are also becoming the deadliest. Some of these drugs are easily available and are regularly used by various age groups for condition management. Some common medical drugs include: prescription opioids, pain killers, sleeping pills, as well as over the counter (OTC) drugs such as cough medicine and antihistamines.

Risks to home and family – Family members who are addicted to these drugs can put at risk the safety, health, and trust of the family. Because substance abuse is often related to chemical dependence and the imbalance to make good and healthy decisions, individuals who suffer from addiction can often increase their involvement in criminal activity, violence, accidents, or financial hardships.

Theft, Burglary, & Fraud

According to the Criminal Justice Information Services Division of the FBI, in 2016, 24,804 personal property crime incidents alone were reported compared to 5,121 Violent Crimes. In **home theft and burglary** is a huge

problem nationwide. When theft and burglary occur, those affected by it usually lose valuable possessions and items are destroyed and/or manipulated with or without force by the criminals. Some common burglaries are home break-ins and car theft. Another type of personal theft is identity theft which includes manipulation of personal information by way of stolen credit, social security numbers, and other personal identifiers such as your name, home address, birthdays etc.

Identity theft can be done in person or electronically through contact of personal technology such as Wi-Fi networks, IP addresses, personal computers, cell phones, video game technology (Xbox, PlayStation) etc. Fraud is also a common crime to homes and families. Some examples of fraud are telemarketers, door to door salespersons, and people pretending to be trusted utility

companies and service individuals. Elderly residents often are victims of theft because of their trusting nature and unwillingness to report these crimes in a timely manner.

Risks to home and family – Victims of theft are often left with financial and traumatic issues that can affect the entire family. Such devastation can lead to the feeling of your home being unsafe. This can also lead to household members lacking trust in the neighbors, community, and even family members

Home Safety Issues

Safety issues in the home are not always related to criminal based activities. Home safety issues are also related to common household accidents that can lead to the endangerment of family and property. Home is



the one place you and your family should feel most safe. Some common indoor home safety issues could include but are not limited to fire, black mold, water damage, electrical wire & electricity issues, unsecured doors/windows, Do It Yourself (DIY) home repairs, and common household cleaning supply related issues. Examples of outdoor dangers may include tall grass, trash or waste improperly disposed and kept, wild pets, outside lighting issues, lack of burglar alarm systems, lack of security cameras in/outside the home, cracked windows, having valuable items visible in cars, and leaving car keys in the ignition.

Another form of home safety issues that is rarely discussed is visitor safety. If you often like the company of others in your home, it can be scary to know that your safety could also be put at risk. Some visitors can also put us in unforeseen crime related situations such as theft, drug related illegal activities, and unwanted exposure to minors. It is our responsibility as parents and residents to utilize good judgment of who we allow into our homes. It's important to be observant of your guest while enjoying good company.

Risks to home and family – Infants & Children often fall victims to unintentional home accidents. This is a very serious health problem worldwide. In our busy and fast-paced society, there are times when dangers



can go unseen. Some of these unwanted dangers could lead to home & property damage, injuries, and sometimes even death. Some of these risks can be prevented by using good safety tips and judgement about our home safety.

What Are My Solution Options?

Home & Family Safety strategies:

Support Services

- Utilize your local community resources such as your local law enforcement, community advocacy organizations, and local human services departments.
- For the abuser, there are resources available for you to receive the help and support that you need for your transformation.
- Utilize friends, neighbors, or other loved ones whom you feel care for you/your loved one and want to help.
- See the “Community Resource” page for hotlines, local treatment programs and support resources for abuse, drugs, and fraud scam.

Safe Spaces for

Living and Playing

Home & Play Safety Tips

See community resource page for a chart listing of home and play safety tips.

Landlord and Tenant Cooperation

- Understand your landlord's policy on home safety and responsibilities.
- Discuss with your landlord any foreseen dangers or anything that feels unsafe.
- Keep your landlord aware of any safety threats that require you to seek help or assistance.
- If you are new to the rental process or feel that you could learn more about rental etiquette, consider reaching out to Atlanta Housing for tips and support.

Theft/Burglary & Fraud Safety

- Call 911 immediately for any theft or burglary situation.
- Create a safe home plan. Know the layout of your home, discuss the safe places to hide during a home invasion. Talk about code words you can use to inform family members that danger is present.
- Stay proactive and put items of value in places that cannot be easily found.
- Never give out your personal information over the phone to strangers.

- If something sounds too good to be true, always verify it to make sure it is true.
- If you have children or elderly loved ones in the home, talk to them about safe phone and visitor practices. Elderly populations are often the most vulnerable groups for scams and fraud.

How Can I Get Involved?

Observe Warning Signs & Speak Up!

If you or a loved one are not sure that you are a victim of abuse or if you are concerned that your behavior may be abusive towards others, there is help. In the event of immediate danger or threat to safety, please call 911. To stay proactive, visit your community resource page at the end of this module to learn about the signs of abuse and how you can speak up! It is never too late to raise your voice!!

Know Your Rights

You have rights and it is important for you to not only know them, but also to use them. Visit the community resource page in the back of this module to learn more about

- Your role as a resident in policy development
- How to address your concerns of safety
- Tenant Rights in the Landlord-Tenant Handbook

Section 3:

Conflict Management and Conflict Resolution

What Are My Risks?

Conflict is a serious dispute, clash, or opposition between two or more individuals. In most cases when two or more individuals are in conflict, there is a lot of tension and anger towards each other. In general, anger is a natural emotional response of strong annoyance and displeasure. Anger can be very dangerous in times of conflict. Anger at times can easily become uncontrollable, disruptive, and misguided in heated arguments or misunderstandings. In the Choice-Based Anger Control Model by Gary K. Byrd, controlling anger is understood to be a choice. Conflict that develops from anger can form between two or more people due to the choice of displaying certain behaviors that are triggered from anger.

This section of the module will help you understand more about conflict and how conflict can affect you. This section will also explain the difference between conflict management and conflict resolution. You will learn about the risks associated with conflict as it relates to (anger) styles and how these risks of conflict are displayed in family and community interactions. Finally, this section will talk about prevention strategies for resolution of conflict.

Conflict management and conflict resolution are often understood as being the same. However, they are not the same. Instead each play a part in the same process to eliminate conflict.

Process Steps Include:

- Initial Phase: Conflict Management
- Transition Point: Changing to healthy actions and behaviors
- End Phase: Conflict Resolution

Conflict Resolution:

- Conflict (Anger) Styles
- Conflict between Neighbors
- Conflict between Family Members

Conflict (Anger) Styles

According to the Choice-Based Anger Model, knowing your anger style is very important in decreasing and eliminating conflict. Some individuals struggle with controlling and managing their anger simply because they don't understand their anger styles. Not knowing your anger style can put you at risk to uncontrolled anger. Uncontrolled anger can lead to hurting others, yourself, and doing/saying things you will regret later.

Anger Suppressors:

- Commonly denies or buries his/her anger
- Tries to “keep the peace” no matter the cost
- Places a lot of unresolved tension and anger beneath the surface
- Often is affected physically (easily becomes ill and emotionally depressed)

Communication Style - *Passive or Passive Aggressive*

Communicator: avoids possible unpleasant conflict with others; non-verbal parts: poor eye contact, low voice level and scared looking body posture; often sarcastic and stubborn

Communication Style - *Aggressive Communicator:* direct & explosive behaviors; non-verbal parts: cutting others off, yelling or raising voice levels, and threatening or intimidating body posture. Aggressive people tend to use “You” statements.

Anger Confessors

- Can admit that he/she is angry
- Analyzes why he/she is angry
- Puts thinking between feelings and behaviors before actions
- Utilizes anger to make change within his/herself
- If no resolution present, he/she will express anger in effective way so that he/she can let anger go.



Communication Style - *Assertive Communicator:*

direct, honest, and appropriate expression of feelings, thoughts, opinions, and beliefs; non-verbal parts: good eye contact, open body posture, and an air of confidence and self-respect.

Angry Expressors/Exploders

- Displays anger that is not justified and is malicious
- Angry behaviors that hurts others
- Maybe unpredictable in behaviors

Conflict between Neighbors

What you do and how you live affects your neighbors just as much as their actions and lifestyles can affect you. When our actions are not thoughtful to others, it can sometimes lead to conflict. Later in this section we will talk about ways to resolve conflict between neighbors. For now, let us look at some examples of common conflict amongst neighbors:

Lifestyle Choices – conducting wrong actions publicly that makes others feel uncomfortable or in danger; examples are forcing your beliefs/way of life on to others, showing disrespect for other neighbors’ beliefs and way of life.

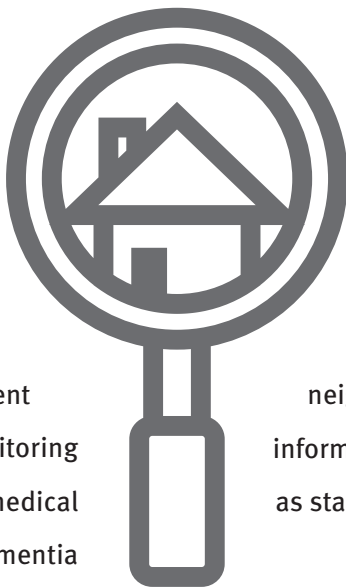
What are the risks: put in danger the freedom, safety, and comfort of neighbors.

Dependents (children, pets, individuals with disabilities, and elderly): the lack of supervision for groups of individuals and untrained pets that require consistent monitoring; examples are not monitoring children's outdoor activities; seniors with medical and special needs conditions such as dementia left unattended; unleashed pets and pets releasing their bowel movement on neighbor's property.

What are the risks: little or no regard to respecting the space and privacy of neighbors.

Unkept Property – residential areas that are not properly attended to or kept neat; examples include overgrown vegetation, disabled cars parked on the grass in the yard; trash piled up in outdoor spaces, unpleasant odors; home and industrial materials left in yards (glass bottles, needles, scrap metal, etc.).

What are the risks: homes become eye sores for others living in the neighborhood; can threaten the property value of the neighborhood; external dangers (entry of wildlife, bugs, crime activity and injuries to children).



Nosey Neighbor – neighbors who intentionally snoop or spy on others for personal gain or to create trouble; examples include spreading gossip to other neighbors.

What are the risks: can cause conflict between neighbors, spread of false or misunderstood information; can lead to dangerous behaviors such as stalking and acts of violence.

Disregard of Private Property – misuse or mistreatment of other's property; examples include parking in others driveway or grass; not returning borrowed items.

What are the risks: feelings of mistrust that can be lead to angry incidents.

Failure to Control Noise – loud sounds or conversations, music that is too loud; examples include performing live music, blasting radio from home or car, uncontrolled company or parties.

What are the risks: violation to a neighbor's privacy; violation of the law (noise ordinance).

Illegal Activity – conducting business or activities that are against the law; examples include using or trading

CONFLICT MANAGEMENT AND CONFLICT RESOLUTION

illegal drugs, weapons, and stealing from neighbors' home, yard, or mailboxes; mishandling dangerous products such as firearms, fireworks, and burning trash; throwing trash in neighbor's yard.

What are the risks: threats to your safety and freedoms as well as your neighbors.

Conflict between Family Members

Conflict between Family: Our home is usually the place where love and understanding lives but sometimes this is not always the case. As we have observed under the Home & Family Safety section, there are times when the home can be a challenging and messy place for us, our love ones, and the community. Next, you will learn about some common conflicts amongst family members.

Abuse: forced threat or violence that is displayed physically, mentally, and emotionally upon another family member; examples include child, domestic partner/spouse, elderly, and teen dating abuse.

What are the risks: children can model abusive behaviors and become abusers and victims of abuse later in life; disruption of the family structure; leads to additional dangers such as drugs/substance abuse & alcohol, depression, and suicide.

Neglect: failure to care for or attend to the needs of an individual; examples include leaving minors or helpless loved ones unattended, not providing food, clothing, and shelter; disregarding the medical needs.

What are the risks: vulnerable loved ones (children, elderly, dependents with physical or mental disabilities) can be removed from the home and placed in systemic care (Example: foster care or institutionalized care). If no immediate intervention is done for the neglect, it can create severe health problems or even death."

Lack of communication: not effectively voicing concerns; examples include avoiding discussing hurtful or challenging issues between family members; avoiding asking for help when help is needed.

What are the risks: can open the door to unnecessary conflict and misunderstanding; removes trust, and can cause unnecessary situations to take place.

Third Party Presence: persons of influence outside of the family dynamic; examples include extended family members, social organizations, friends/associates, social media/technology. What are the risks: encouragement of certain behaviors and ways of life that interfere with family beliefs, morals, and values; leads to mistrust; reduction of family engagement.

Some Conflict Resolution Solution Strategies

Effective Communication

- Identify your communication style to communicate better (passive, aggressive, passive-aggressive, assertive)
- View communication as an important role in healing conflict
- Use various forms of communication (verbal, nonverbal cues, and tone of voice)
- Communicate to listen, not always to respond.

Find Your Center

- Breathe through your anger
- Meditate or schedule quiet time
- Find what makes you calm (IE: music, writing, taking a walk, etc.)

Understand Your Hotspots

- Identify your “hotspot”; A ‘hotspot’ may be defined as a person, situation, or thing that makes you angry
- Create an anger action plan to work through your anger
- Understand and detect secondary emotions under anger (IE: fear, frustration, confusion, disappointment, etc.)

Manage Stress

- Practice ways of reducing stress. Understand your limitations and practice the art of saying “no.”
- Practice ways of managing stress. Periodically revisit and evaluate your priorities.

How Can I Get Involved?

Transformation and Advocacy: Understand the Boundaries

Neighbors

Develop respectful relationships with your neighbors with understanding of what is appropriate and what is not. Learn about your neighbor through friendly conversations and simple observations without overstepping their boundaries of privacy and security.

Family

Take time to discuss your anger and communication style with family members. Respect the fact that even family members should have respect of space. Enjoy learning new things about your family and share new things about you to your family.

Model the Outcome You Would Like to See

To have good neighbors, you also have to be a good neighbor. Become a mentor or role model in your community. Show healthy responses to conflict in front of your children or younger siblings. Encourage others towards positive behaviors; encourage positivity.

Discussion Questions

After completing Module 4, carefully read and answer the following questions ...

1. What are some examples of neighborhood crime prevention that were found in this module?
 - a. Drugs, Guns, and Gangs
 - b. Burglary and Theft
 - c. Conflict interaction between family members
 - d. A & B
2. Choose the best answer below; what does this module suggest could be a option if a young person is interested in getting involved in gang activity?
 - a. Join a neighborhood youth council or youth crime prevention program
 - b. Develop a neighborhood clean-up
 - c. Manage his/her stress
 - d. None of these choices
3. Safety issues in the home are not always a crime activity. Everyday uses of household chemical and materials can cause _____ that can place a family or property in danger.
 - a. Identity theft
 - b. Medical drug abuse
 - c. Common household accidents
 - d. Tax fraud
4. What legislation was passed to protect against different types of abuse?
 - a. Stop the Violence Act
 - b. Family Neglect Act
 - c. Violence Against Women Act
 - d. None of the above
5. According to this module, what conflict transition point or points will help you to move from conflict management to conflict resolution?
 - a. Active communication
 - b. Active listening
 - c. Understanding and respecting boundaries
 - d. All of the above
6. What could be the best solution option according to this module to help address a misunderstanding between two neighbors or family members?
 - a. Find Your Center
 - b. Effective Communication
 - c. Understand Your Hot Spots
 - d. Manage Stress



Activity

Provide short answers below

1. After participating in this module, what does it mean to be a good neighbor?

2. How beneficial was this module to you as it relates to neighborhood crime prevention, home & family safety, and conflict resolution?

3. Name three ways that you plan to keep your family, yourself, and your neighborhood aware and safe.

Community Resources

CRIME PREVENTION RESOURCES

Community Policing and Crime Prevention-Fulton County
Phone: 404-613-3001
www.fultoncountyga.gov/community-services/community-policing-services

Decatur Police Department-Crime Prevention
Phone: 404-370-4100
509 N. McDonough St.
P.O. Box 220
Decatur, GA, 30031
City Hall Main Number
www.decaturga.com/city-government/city-departments/police/crime-prevention

Georgia Crime Prevention Association, Inc
Phone: 404-344-4549
2849 Fairburn Road Sw
Atlanta, GA 30331
www.georgiacrimepreventionassociation.com

National Institute of Justice 810 Seventh Street, NW
Washington, D.C. 20531 Phone: 202-307-2942 www.nij.gov
www.nij.gov/topics/crime/gun-violence/prevention

Neighborhood Watch Atlanta
A partnership intended to bring people of Atlanta together to make their communities safer.
www.neighborhoodwatchatlanta.com/

HOME AND FAMILY SAFETY RESOURCES

Center for Disease Control (CDC) Abuse Fact Sheets
Elderly Abuse: www.cdc.gov/violenceprevention/pdf/em-factsheet-a.pdf
Child Abuse & Neglect: www.cdc.gov/features/healthychildren
Teen Dating Violence & Abuse:
www.cdc.gov/violenceprevention/pdf/teen-dating-violence-factsheet-a.pdf
Spousal/Domestic Partner:
www.cdc.gov/violenceprevention/intimatepartnerviolence/riskprotectivefactors.html

Drug Abuse:
www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts
www.drugabuse.gov/drugs-abuse/prescription-drugs-cold-medicines

CITY OF ATLANTA FIRE RESCUE DEPARTMENT
Public Safety Headquarters
Main: 404-546-7000 • Fax: 404-546-8761
226 Peachtree Street, SW
Atlanta GA 30303
www.atlantaga.gov/government/departments/fire

Division of Family and Children Services
1-855-GACHILD / 1-855-422-4453
www.dfcs.georgia.gov/child-abuse-neglect
GeorgiaCarry.org
www.georgiacarry.org/cms/firearm-safety

Georgia Center for Child Advocacy
Phone 678-904-2880 • Fax 678-904-1125
P.O. Box 17770
Atlanta, GA 30316
www.georgiacenterforchildadvocacy.org/

Georgia Coalition Against Domestic Violence
Phone: 404-209-0280 Fax: 404-766-3800
114 New Street, Suite B, Decatur, GA 30030
www.gcadv.org

Georgia Commission on Family Violence
hotline 1-800-33-HAVEN (1-800-334-2836) V/TTY
(se habla español)
national hotline at 1-800-799-SAFE (1-800-799-7233).
www.gcfv.georgia.gov

Partnership Against Domestic Violence
Main Line: 404-870-9600
Fax: 404-870-9611
Crisis Line: Fulton County: 404-873-1766
Crisis Line: Gwinnett County: 770-963-9799
Email: info@padv.org
P.O. Box 170225, Atlanta, GA 30317
www.padv.org/

Georgia Department of Community Affairs
Central Office
60 Executive Park South, NE
Atlanta, GA 30329
Phone: 404-679-4940 800-359-4663 877-204-1194 (TDD)
[www.dca.ga.gov/housing/housingdevelopment/
programs/LandlordTenantHandbook.asp](http://www.dca.ga.gov/housing/housingdevelopment/programs/LandlordTenantHandbook.asp)

CONFLICT RESOLUTION RESOURCES

Active Parenting Publishers
Phone: 800-825-0060
1220 Kennestone Circle, Suite 110
Marietta GA 30066-6022
www.activeparenting.comlistings

Georgia Commission on Dispute Resolution
Phone: 404-463-3788
244 Washington St., SW Suite 300
Atlanta, GA 30334
www.georgia.gov/agency-list

Miles Mediation & Arbitration Services
Phone: 678-320-9118
6 Concourse Pkwy., Suite 1950
Atlanta, GA 30328
www.milesmediation.com

Save Atlanta, LLC - Take a class, be empowered, save a life
Certified Anger Management & Parenting Professionals
Phone: 678-355-8455
Saveatlanta.llc@gmail.com
www.saveatl.com

SUBSTANCE ABUSE COUNSELING AND THERAPEUTIC RESOURCES

High Impact Training & Counseling
Dr. Gary Byrd
Phone: 404-523-6074
44 Broad St., Suite 707
Atlanta, GA 30303
www.angermanagementofga.com/index.html

NorthStar Psychological Services
Phone: 770-667-3877
info@npsga.com
P.O. Box 250
Alpharetta, GA 30009
www.npsga.com/index.html

Tangu Counseling and Treatment Services
Phone: 404 523-4599 Atlanta office
Phone: 678 213-1620 Cobb Office
159 Forsyth Street, SW
Atlanta, Georgia 30303
www.tangu.org/

NATIONAL RESOURCES

Federal Bureau of Investigation
[www.fbi.gov/scams-and-safety/common-fraud-schemes/
seniors](http://www.fbi.gov/scams-and-safety/common-fraud-schemes/seniors)

National Health Observation Calendar
www.healthfinder.gov

National Consumers League
Attn: Fraud.org
1701 K St NW #1200, Washington, DC 20006
Phone: 202-835-3323
www.fraud.org/scams

The National Crime Prevention Council
2614 Chapel Lake Drive Suite B Gambrills, MD 21054
Tel: 443-292-4565
www.ncpc.org/topics
www.ncpc.org/programs/celebrate-safe-communities/

Center for Disease Control
1600 Clifton Road Atlanta, GA 30329-4027
800-CDC-INFO (800-232-4636)
TTY: 888-232-6348
www.cdc.gov

MODULE 4: GENERAL HOME SAFETY

Kitchen	Living Room	Bedroom	Bathroom	Additional Areas
<p>Remove/store flammable objects from fire sources; never leave fires unattended</p> <p>Obtain up to date fire extinguisher/get familiar with using it</p> <p>Lock up all household cleaning supplies in safe place or place supplies in elevated storage away from children</p> <p>Avoid leaving sharp items (knives) unattended</p> <p>Take precautions with how and where you plug in electrical wires; avoid overloading wall sockets</p> <p>Find proper places for ventilation</p> <p>Observe for faucet leaks</p>	<p>Take precautions with how and where you plug in electrical wires; avoid overloading wall sockets</p> <p>Keep blinds and curtains closed when not home or when it gets late</p> <p>If you enter the house from the outside into the Living room (or kitchen),</p> <p>Keep screen doors locked and secured even if you are at home</p>	<p>Avoid smoking in bedroom</p> <p>Purchase flame-resistant mattresses</p> <p>Take precautions with how and where you plug in electrical wires; avoid overloading wall sockets</p> <p>Avoid keeping weapons assessable with minors</p> <p>Close/lock doors to bedrooms when you host guests</p>	<p>Lock up or elevate bathroom supplies, hygiene and beauty items from minors</p> <p>Take precautions with how and where you plug in electrical wires; avoid overloading wall sockets</p> <p>Avoid placing or using electronics or plugging wires around water</p> <p>Observe faucet and toilet leaks</p>	<p>Stairs- Install sturdy railing Keep stairway well lit Take caution to ensuring child safety on stairs (IE: use baby gates to prevent falls)</p> <p>Garage- Take precautions to store chemicals, flammables, poisons, and items that produce fumes appropriately Store heavy and unsafe equipment securely and elevated if necessary Organization is key! Know where your most dangerous items are located and secure them from burglars and minors Consider changing garage door opener codes periodically</p> <p>Backyard- If available, consider sturdy fencing for backyard For entertainment items (IE: pool, firepit, etc.), ensure that items are securely closed and covered if not used Keep safe and secured covers over pets if placed backdoors If there is a deck, watch for splinters, lose nails, steps, and railing Keep back doors secured; consider additional locks and security alarm</p>
<p>Other Home Safety Tips: Update fire and carbon monoxide alarms/detectors Avoid leaving extra keys outdoors under rugs or common areas</p> <p>Clearly have street number marked on mailbox or over home door Consider getting alarm systems from reputable companies</p> <p>Secure all doors, especially sliding doors Clean and cover fire place</p>				

MODULE 4: SECURITY AND PROTECTION

Gun safety with minors	Storing Your Valuables	Information & Communication Technology (ICT)	Before You Open the Door...	Security Prevention
<p>Avoid keeping legal firearms and other forms of legal weapons in open areas that can be easily accessible to minors.</p> <p>Secure weapons in an elevated area out of reach in a place that requires a lock or code; avoid leaving key or code in a place easily accessible.</p> <p>Discuss with your child(ren) firearm and weapon safety and the dangers of inappropriate use (please see community resource sheet for additional gun safety resources).</p>	<p>Store valuables in safe or other protective devices that require key or code.</p> <p>Put away valuables anytime you have guests visiting (whether friends, family, or associates).</p> <p>Keep listing (and if available, pictures) of items that are valuable in the event of theft. Record product name and ID numbers if available.</p>	<p>Change password frequently</p> <p>Monitor your children's electronic activity and place parental control content filters on all forms of technology to prevent viewing inappropriate materials.</p> <p>Avoid leaving digital fingerprint in your social media outlets (log out of webpages, avoid announcing travel plans online or on your voicemail, avoid leaving personal identifying information on social sites, avoid using major credit cards for purchases—consider a prepaid card, avoid giving pertinent personal information such as social security number or address over the phone or online to unknown sources.</p>	<p>Check peepholes or windows before opening doors</p> <p>Ask for IDs from service workers, sales persons, and officials (IE: law enforcement, government official)</p>	<p>Consider adopting a guard dog; ask your local animal shelter or county office on tips of safely choosing the right guard dog that is safe for your home and your neighborhood.</p>
<p>Safe Play</p> <p>Observe potential dangers in outside play</p> <p>Strangers</p> <p>Animals</p> <p>Trash (IE: broken bottles, drugs, etc.)</p> <p>Broken playground equipment</p> <p>Unusual activity</p> <p>Wooded areas</p> <p>Unmarked vans/suspicious vehicles</p> <p>Create safe spaces for play (Observe the “Who, What, When, Where and How” of play)</p> <p>Who is my child(ren) playing with?</p> <p>What do the I observe in the surrounding of the play space?</p> <p>When should I check on my child(ren) if I trust him/her/them to play independently?</p> <p>Where is my child(ren) playing safely? Where am I (or adult watching child) located during his/her/their play?</p> <p>Where are the boundaries of safe play and unsafe play for my child(ren)?</p> <p>How do I provide a safe space for my child(ren) to play? How can I take part in his/her/their play?</p>				

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History of Violence Against Women Act. Retrieved on April 2, 2018 from www.legalmomentum.org/history-vawa

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MODULE 5

Parenting Skills

MODULE 5

Contents

Section 1

Family Reflections	3
Child Development Principles.....	5
Georgia Early Learning and Development Standards	6
Positive Guidance Parenting Tips	9
Home Learning Environments	18
Parenting Tips for an Enriched Home Learning Environment	18

Section 2

The Development of Executive Function Skills	19
Factors Contributing to Truancy	20
The Rewards of Life-Long Learning	22
The Principles and Lasting Benefits of Positive Discipline Versus the Negative Impact of Punishment	22

Section 3

Effective Parent-Teacher Communication.....	24
Engagement and Partnership Factors between Parents and Teachers.....	24
Before Parent Teacher Conference Checklist.....	28

Section 4

Parental Resilience and Effective Stress Management	28
---	----

Section 5

Visions, Goals, and Resources for Establishing and Maintaining Stable Families.....	30
Community Resources	31
References.....	31
Bibliography	32

Section 1:

Family Reflections

Introduction

In this module you will improve your understanding of family obligations and will be introduced to research based examples for applications. Further, you will build the skills and capacity to deal with personal challenges thereby advancing your families success.

Families have unique relationships, communication styles, and expectations for their children's learning and behaviors. All of this influence the roles and beliefs of parents and educators.

"WE ARE A FAMILY"

- We are the persons primarily responsible for our children. Therefore, we may be the parents, stepparents, grandparents, aunts and uncles, cousins, guardians, foster families, or other members of our children's household.

- These family structures define a significant portion of our parenting and involvement experiences in the care and education of their children.
- Our Home Learning Environment as well as, the Care and Educational Environments of our children must reflect their developmental, individual, and cultural needs.
- Our Culture and heritage refers to the way we eat, sleep, talk, pray, play, and value things and concepts. Therefore, our Home Learning Environments must also be reflected in our children's Care and Educational Environments.





Activity

Check which ones of these beliefs, values, and practices most closely identifies your families' interaction with children:

- Children socialized to be independent and competitive
YES___ NO___ UNSURE___
- Children taught to be obedient, cooperative, and dependent
YES___ NO___ UNSURE___
- Children taught dependency on family and community
YES___ NO___ UNSURE___
- Children are encouraged to be independent to make decisions
YES___ NO___ UNSURE___
- Likelihood parents to value education
YES___ NO___ UNSURE___
- Daily survival is more important than education
YES___ NO___ UNSURE___
- Parents value education
YES___ NO___ UNSURE___
- Parents respond well if school demonstrates interest
YES___ NO___ UNSURE___
- Parents are influenced by staff sensitive to their values and needs
YES___ NO___ UNSURE___

“All Children are Gifts They Just Open their Packages at Different Times”

A parent being the child's first, most important, and most consistent teacher can open these packages by demonstrating the following roles:

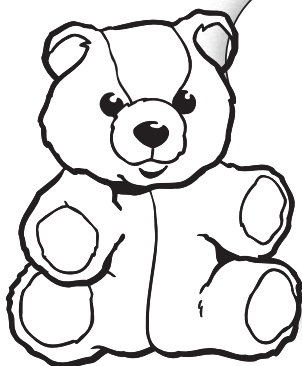
- Parents can increase their understanding of child development and parenting strategies. Therefore, their role will be a demonstration of their understanding of what to expect and how to provide what children need during each developmental phase.
- An additional role that parents can demonstrate is Positive guidance. Positive guidance helps children to become self-regulated. This positive guidance role will enable children to delay gratification, suppress impulses, and consider the consequences of their actions.

“No parent knows everything about children or is a perfect parent. However, parents who practice the roles above, supports a child to become a well adjusted, independent, self-sufficient, contributing member of society”.

Child Development Principles

Child development refers to the way a child grows and learns. There are four main areas, or **domains** for child development:

- Physical – the development and growth of the child’s body, muscles and senses.
- Social – how the child relates, plays and talks to others.
- Emotional – the child’s awareness of self, how the child feels about himself, expression of feelings and how he helps care for himself.
- Cognitive – the way children think, reason, solve problems and understand and use language.
- Language – the many ways that children learn to communicate with each other. It develops from receptive to expressive.



For every activity or interaction, ask yourself:
“Is this developmentally appropriate for these children?”

The **domains** are interrelated; what happens in one domain influences development in the other domains. The skills and knowledge that children develop early in his life are the foundation for more advanced skills and knowledge.

- Each child develops at his or her own rate. Regular developmental screening is a way to help parents and professions like doctors, nurses, child care providers and teachers gather information about children’s development, identify possible concerns, and make referrals for help when needed.
- Children develop in a predictable order from simple to more complex skills. They learn by doing, and practice new skills through play. Play is a critical opportunity for children to practice new skills.
- Many factors influence child development: heredity, family and community. Children’s early experiences will affect them now and in the future. Children must have their basic needs met, feel safe, and feel valued in order to develop and learn.

Georgia Early Learning and Development Standards

The Georgia Early Learning and Development Standards (GELDS) is available to parents. GELDS Support the Growth of the Whole Child, Birth to Five. GELDS assists with the following:

1. How parents come to understand that children learn best when their individuality is valued;
2. How parents learn about what behaviors one might expect of young children as they develop;

3. The parenting strategies of allowing children to learn through developmentally appropriate play and social interaction. They include:

- All Children pass through predictable stages of growth and development as they mature.
- Each child's progress is unique.
- A child cannot be forced to achieve a milestone faster than that child's own timetable will allow.




GELDS
 Georgia Early Learning and Development Standards


BRIGHT START
 from

Georgia Department of Early Care and Learning

<p>DOMAIN: PDM PHYSICAL DEVELOPMENT AND MOTOR SKILLS</p> <p>STRAND 1 HEALTH AND WELL-BEING</p> <p>STANDARD: PDM1 The child will practice healthy and safe habits.</p> <p>STANDARD: PDM2 The child will participate in activities related to nutrition.</p> <p>STRAND 2 USE OF SENSES</p> <p>STANDARD: PDM3 The child will demonstrate an awareness of the body in space and child's relationship to objects in space.</p> <p>STANDARD: PDM4 The child will use senses (sight, touch, hearing, smell, and taste) to explore the environment and process information.</p> <p>STRAND 3 MOTOR SKILLS</p> <p>STANDARD: PDM5 The child will demonstrate gross motor skills.</p> <p>STANDARD: PDM6 The child will demonstrate fine motor skills.</p>	<p>DOMAIN: SED SOCIAL AND EMOTIONAL DEVELOPMENT</p> <p>STRAND 1 DEVELOPING A SENSE OF SELF</p> <p>STANDARD: SED1 The child will practice self-awareness.</p> <p>STANDARD: SED2 The child will engage in self-expression.</p> <p>STRAND 2 SELF-REGULATION</p> <p>STANDARD: SED3 The child will begin to demonstrate self-control.</p> <p>STRAND 3 DEVELOPING A SENSE OF SELF WITH OTHERS</p> <p>STANDARD: SED4 The child will develop relationships and social skills with adults.</p> <p>STANDARD: SED5 The child will develop relationships and social skills with peers.</p>	<p>DOMAIN: APL APPROACHES TO PLAY AND LITERACY LEARNING</p> <p>STRAND 1 INITIATIVE AND EXPLORATION</p> <p>STANDARD: APL1 The child will demonstrate initiative and self-direction.</p> <p>STANDARD: APL2 The child will demonstrate interest and curiosity.</p> <p>STRAND 2 ATTENTIVENESS AND PERSISTENCE</p> <p>STANDARD: APL3 The child will sustain attention to a specific activity and demonstrate persistence.</p> <p>STRAND 3 PLAY</p> <p>STANDARD: APL4 The child will engage in a progression of imaginative play.</p> <p>STANDARD: APL5 The child will demonstrate a cooperative and flexible approach to play and learning.</p>	<p>DOMAIN: CLL COMMUNICATION, LANGUAGE AND LITERACY DEVELOPMENT</p> <p>STRAND 1 RECEPTIVE LANGUAGE (LISTENING)</p> <p>STANDARD: CLL1 The child will listen to conversations and comprehend for a variety of purposes.</p> <p>STANDARD: CLL2 The child will acquire vocabulary introduced in conversations, activities, stories, or books.</p> <p>STRAND 2 EXPRESSIVE LANGUAGE</p> <p>STANDARD: CLL3 The child will use nonverbal communication for a variety of purposes.</p> <p>STANDARD: CLL4 The child will use increasingly complex spoken language for a variety of purposes.</p> <p>STRAND 3 EARLY READING</p> <p>STANDARD: CLL5 The child will acquire meaning from a variety of materials read to him/her.</p> <p>STANDARD: CLL6 The child will develop early phonological awareness (awareness of the units of sound).</p> <p>STANDARD: CLL7 The child will demonstrate increasing knowledge of the alphabet.</p> <p>STANDARD: CLL8 The child will demonstrate awareness of print concepts.</p> <p>STRAND 4 EARLY WRITING</p> <p>STANDARD: CLL9 The child will use writing for a variety of purposes.</p>	<p>DOMAIN: CLL COMMUNICATION, LANGUAGE AND LITERACY DEVELOPMENT</p> <p>STRAND 1 NUMBER AND QUANTITY</p> <p>STANDARD: CD-MA1 The child will organize, represent, and build knowledge of quantity and number.</p> <p>STANDARD: CD-MA2 The child will manipulate, compare, describe relationships, and solve problems using quantity and number.</p> <p>STRAND 2 MEASUREMENT AND COMPARISON</p> <p>STANDARD: CD-MA3 The child will explore and communicate about distance, weight, length, height, and time.</p> <p>STANDARD: CD-MA4 The child will sort, seriate, classify, and create patterns.</p> <p>STRAND 3 GEOMETRY AND SPATIAL THINKING</p> <p>STANDARD: CD-MA5 The child will explore, recognize and describe spatial relationships between objects.</p> <p>STANDARD: CD-MA6 The child will explore, recognize and describe shapes and shape concepts.</p> <p>STRAND 4 MATHEMATICAL REASONING</p> <p>STANDARD: CD-MA7 The child will use mathematical problem solving, reasoning, estimation, and communication.</p> <p>SUB-DOMAIN: SOCIAL STUDIES</p> <p>STRAND 1 FAMILY</p> <p>STANDARD: CD-SS1 The child will demonstrate understanding of his/her family and an emerging awareness of their own culture and ethnicity.</p>	<p>DOMAIN: CD COGNITIVE DEVELOPMENT AND GENERAL KNOWLEDGE</p> <p>SUB-DOMAIN: MATH</p> <p>STRAND 1 NUMBER AND QUANTITY</p> <p>STANDARD: CD-SS2 The child will demonstrate an understanding of his/her community and an emerging awareness of other's culture and ethnicity.</p> <p>STANDARD: CD-SS3 The child will demonstrate an awareness of geography in his/her community.</p> <p>STANDARD: CD-SS4 The child will demonstrate awareness of the demographics and economy of his/her community.</p> <p>STRAND 3 HISTORY AND EVENTS</p> <p>STANDARD: CD-SS5 The child will understand that events happened in the past and how these events relate to self and others.</p> <p>SUB-DOMAIN: SCIENCE</p> <p>STRAND 1 SCIENTIFIC SKILLS AND METHODS</p> <p>STANDARD: CD-SC1 The child will demonstrate scientific inquiry skills.</p> <p>STRAND 2 EARTH AND SPACE</p> <p>STANDARD: CD-SC2 The child will demonstrate knowledge related to the dynamic properties of earth and sky.</p> <p>STRAND 3 LIVING CREATURES</p> <p>STANDARD: CD-SC3 The child will demonstrate knowledge of living creatures and their environments.</p> <p>STRAND 4 PHYSICAL SCIENCE</p> <p>STANDARD: CD-SC4 The child will demonstrate knowledge related to physical science.</p>	<p>DOMAIN: CD COGNITIVE DEVELOPMENT AND GENERAL KNOWLEDGE</p> <p>SUB-DOMAIN: SCIENCE</p> <p>STRAND 5 INTERACTION WITH ENVIRONMENT</p> <p>STANDARD: CD-SC5 The child will demonstrate an awareness of and the need to protect, his/her environment.</p> <p>SUB-DOMAIN: CREATIVE DEVELOPMENT</p> <p>STRAND 1 CREATIVE MOVEMENT AND DANCE</p> <p>STANDARD: CD-CR1 The child will participate in dance to express creativity.</p> <p>STRAND 2 VISUAL ARTS</p> <p>STANDARD: CD-CR2 The child will create, observe, and analyze visual art forms to develop artistic expression.</p> <p>STRAND 3 MUSIC</p> <p>STANDARD: CD-CR3 The child will use his/her voice, instruments, and objects to musically express creativity.</p> <p>STRAND 4 DRAMA</p> <p>STANDARD: CD-CR4 The child will use drama to express creativity.</p> <p>SUB-DOMAIN: COGNITIVE PROCESSES</p> <p>STRAND 1 THINKING SKILLS</p> <p>STANDARD: CD-CPI The child will demonstrate awareness of cause and effect.</p> <p>STANDARD: CD-CP2 The child will use prior knowledge to build new knowledge.</p> <p>STRAND 2 PROBLEM SOLVING</p> <p>STANDARD: CD-CP3 The child will identify a problem, explore solutions to achieve, an end result, and communicate findings.</p>
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Activity

Review the child development principles and Georgia Early Learning Development Standards (GELDS), and positive parenting tips of the various age groups on the following pages. Select an age group and describe how you would interact with your child while demonstrating one of these parenting tips:

- My Interaction: _____

- My Age group of the child: _____

- Parenting tips I am demonstrating: _____



Positive Guidance Parenting Tips

The Center for Disease Control Provides Developmental Milestones for Infants – Teenagers

Positive Parenting Tips: *Following are some things you, as a parent, can do to help your baby during this time:*

- Talk to your baby. She will find your voice calming.

INFANTS (0-1 YEAR OF AGE)

DEVELOPMENTAL MILESTONES

Skills such as taking a first step, smiling for the first time, and waving “bye-bye” are called developmental milestones. Developmental milestones are things most children can do by a certain age. Children reach milestones in how they play, learn, speak, behave, and move (like crawling, walking, or jumping).

In the first year, babies learn to focus their vision, reach out, explore, and learn about the things that are around them. Cognitive, or brain development means the learning process of memory, language, thinking, and reasoning. Learning language is more than making sounds (“babble”), or saying “ma-ma” and “da-da”. Listening, understanding, and knowing the names of people and things are all a part of language development. During this stage, babies also are developing bonds of love and trust with their parents and others as part of social and emotional development. The way parents cuddle, hold, and play with their baby will set the basis for how they will interact with them and others.

- Answer when your baby makes sounds by repeating the sounds and adding words. This will help him learn to use language.
- Read to your baby. This will help her develop and understand language and sounds.
- Sing to your baby and play music. This will help your baby develop a love for music and help his brain development.
- Praise your baby and give her lots of loving attention.
- Spend time cuddling and holding your baby. This will help him feel cared for and secure.
- Play with your baby when she’s alert and relaxed. Watch your baby closely for signs of being tired or fussy so that she can take a break from playing.
- Distract your baby with toys and move him to safe areas when he starts moving and touching things that he shouldn’t touch.

- Take care of yourself physically, mentally, and emotionally. Parenting can be hard work! It is easier to enjoy your new baby and be a positive, loving parent when you are feeling good yourself.

TODDLERS (1-2 YEARS OF AGE)

DEVELOPMENTAL MILESTONES

During the second year, toddlers are moving around more, and are aware of themselves and their surroundings. Their desire to explore new objects and people also is increasing. During this stage, toddlers will show greater independence; begin to show defiant behavior; recognize themselves in pictures or a mirror; and imitate the behavior of others, especially adults and older children. Toddlers also should be able to recognize the names of familiar people and objects, form simple phrases and sentences, and follow simple instructions and directions.

Positive Parenting Tips: *Following are some things you, as a parent, can do to help your toddler during this time:*

- Read to your toddler daily.
- Ask her to find objects for you or name body parts and objects.
- Play matching games with your toddler, like shape sorting and simple puzzles.
- Encourage him to explore and try new things.
- Help to develop your toddler's language by talking with her and adding to words she starts. For example, if your toddler says "baba", you can respond, "Yes, you are right that is a bottle."
- Encourage your child's growing independence by letting him help with dressing himself and feeding himself.
- Respond to wanted behaviors more than you punish unwanted behaviors (use only very brief time outs). Always tell or show your child what she should do instead.
- Encourage your toddler's curiosity and ability to recognize common objects by taking field trips together to the park or going on a bus ride.

TODDLERS (2-3 YEARS OF AGE)

DEVELOPMENTAL MILESTONES

Skills such as taking turns, playing make believe, and kicking a ball, are called developmental milestones. Developmental milestones are things most children can do by a certain age. Children reach milestones in how they play, learn, speak, behave, and move (like jumping, running, or balancing).



Because of children's growing desire to be independent, this stage is often called the "terrible twos." However, this can be an exciting time for parents and toddlers. Toddlers will experience huge thinking, learning, social, and emotional changes that will help them to explore their new world, and make sense of it. During this stage, toddlers should be able to follow two- or three-step directions, sort objects by shape and color, imitate the actions of adults and playmates, and express a wide range of emotions.

Positive Parenting Tips: *Following are some things you, as a parent, can do to help your toddler during this time:*

- Set up a special time to read books with your toddler.
- Encourage your child to take part in pretend play.
- Play parade or follow the leader with your toddler.
- Help your child to explore things around her by taking her on a walk or wagon ride.
- Encourage your child to tell you his name and age.
- Teach your child simple songs like "Itsy Bitsy Spider", or other cultural childhood rhymes.

- Give your child attention and praise when she follows instructions and shows positive behavior and limit attention for defiant behavior like tantrums. Teach your child acceptable ways to show that she's upset.

PRESCHOOLERS (3-5 YEARS OF AGE)

DEVELOPMENTAL MILESTONES

Skills such as naming colors, showing affection, and hopping on one foot are called developmental milestones. Developmental milestones are things most children can do by a certain age. Children reach milestones in how they play, learn, speak, behave, and move (like crawling, walking, or jumping).

As children grow into early childhood, their world will begin to open up. They will become more independent and begin to focus more on adults and children outside of the family. They will want to explore and ask about the things around them even more. Their interactions with family and those around them will help to shape their personality and their own ways of thinking and moving. During this stage, children should be able to ride a tricycle, use safety scissors, notice a difference between girls and boys, help to dress and undress themselves, play with other children, recall part of a story, and sing a song.



Positive Parenting Tips: *Following are some things you, as a parent, can do to help your preschooler during this time:*

- Continue to read to your child. Nurture her love for books by taking her to the library or bookstore.
- Let your child help with simple chores.
- Encourage your child to play with other children. This helps him to learn the value of sharing and friendship.
- Be clear and consistent when disciplining your child. Explain and show the behavior that you expect from her. Whenever you tell her no, follow up with what she should be doing instead.
- Help your child develop good language skills by speaking to him in complete sentences and using “grown up” words. Help him to use the correct words and phrases.
- Help your child through the steps to solve problems when she is upset.
- Give your child a limited number of simple choices (for example, deciding what to wear, when to play, and what to eat for snack).

MIDDLE CHILDHOOD (6-8 YEARS OF AGE)

DEVELOPMENTAL MILESTONES

Middle childhood brings many changes in a child’s life. By this time, children can dress themselves, catch a ball more easily using only their hands, and tie their shoes. Having independence from family becomes more important now. Events such as starting school bring children this age into regular contact with the larger world. Friendships become more and more important. Physical, social, and mental skills develop quickly at this time. This is a critical time for children to develop confidence in all areas of life, such as through friends, schoolwork, and sports.

Positive Parenting Tips: *Following are some things you, as a parent, can do to help your child during this time:*

- Show affection for your child. Recognize her accomplishments.
- Help your child develop a sense of responsibility—ask him to help with household tasks, such as setting the table.
- Talk with your child about school, friends, and things she looks forward to in the future.
- Talk with your child about respecting others. Encourage him to help people in need.

- Help your child set her own achievable goals—she'll learn to take pride in herself and rely less on approval or reward from others.
- Help your child learn patience by letting others go first or by finishing a task before going out to play. Encourage him to think about possible consequences before acting.
- Make clear rules and stick to them, such as how long your child can watch TV or when she has to go to bed. Be clear about what behavior is okay and what is not okay.
- Do fun things together as a family, such as playing games, reading, and going to events in your community.
- Get involved with your child's school. Meet the teachers and staff and get to understand their learning goals and how you and the school can work together to help your child do well.
- Continue reading to your child. As your child learns to read, take turns reading to each other.
- Use discipline to guide and protect your child, rather than punishment to make him feel bad about himself. Follow up any discussion about what not to do with a discussion of what to do instead.
- Praise your child for good behavior. It's best to focus praise more on what your child does ("you worked hard to figure this out") than on traits she can't change ("you are smart").
- Support your child in taking on new challenges. Encourage her to solve problems, such as a disagreement with another child, on her own.
- Encourage your child to join school and community groups, such as a team sports, or to take advantage of volunteer opportunities.

MIDDLE CHILDHOOD (9-11 YEARS OF AGE)

DEVELOPMENTAL MILESTONES

Your child's growing independence from the family and interest in friends might be obvious by now. Healthy friendships are very important to your child's development, but peer pressure can become strong during this time. Children who feel good about themselves are more able to resist negative peer pressure and make better choices for themselves. This is an important time for children to gain a sense of responsibility along with their growing independence. Also, physical changes of puberty might be showing by now, especially for girls. Another big change children need to prepare for during this time is starting middle or junior high school.

Positive Parenting Tips: *Following are some things you, as a parent, can do to help your child during this time:*

- Spend time with your child. Talk with her about her friends, her accomplishments, and what challenges she will face.
- Be involved with your child's school. Go to school events; meet your child's teachers.
- Encourage your child to join school and community groups, such as a sports team, or to be a volunteer for a charity.
- Help your child develop his own sense of right and wrong. Talk with him about risky things friends might pressure him to do, like smoking or dangerous physical dares.
- Help your child develop a sense of responsibility—involve your child in household tasks like cleaning and cooking. Talk with your child about saving and spending money wisely.
- Meet the families of your child's friends.
- Talk with your child about respecting others. Encourage her to help people in need. Talk with her about what to do when others are not kind or are disrespectful.
- Help your child set his own goals. Encourage him to think about skills and abilities he would like to have and about how to develop them.
- Make clear rules and stick to them. Talk with your child about what you expect from her (behavior) when no adults are present. If you provide reasons for rules, it will help her to know what to do in most situations.
- Use discipline to guide and protect your child, instead of punishment to make him feel badly about himself.
- When using praise, help your child think about her own accomplishments. Saying “you must be proud of yourself” rather than simply “I’m proud of you” can encourage your child to make good choices when nobody is around to praise her.
- Talk with your child about the normal physical and emotional changes of puberty.
- Encourage your child to read every day. Talk with him about his homework.
- Be affectionate and honest with your child, and do things together as a family.

YOUNG TEENS (12-14 YEARS OF AGE)

DEVELOPMENTAL MILESTONES

This is a time of many physical, mental, emotional, and social changes. Hormones change as puberty begins. Most boys grow facial and pubic hair and their voices deepen. Most girls grow pubic hair and breasts, and start their period. They might be worried about these changes and how they are looked at by others. This also will be a time when your teen might face peer pressure to use alcohol, tobacco products, and drugs, and to have sex. Other challenges can be eating disorders, depression, and family problems. At this age, teens make more of their own choices about friends, sports, studying, and school. They become more independent, with their own personality and interests, although parents are still very important.

Positive Parenting Tips: *Following are some things you, as a parent, can do to help your child during this time:*

- Be honest and direct with your teen when talking about sensitive subjects such as drugs, drinking, smoking, and sex.
- Meet and get to know your teen's friends.
- Show an interest in your teen's school life.
- Help your teen make healthy choices while encouraging him to make his own decisions.

- Respect your teen's opinions and take into account her thoughts and feelings. It is important that she knows you are listening to her.
- When there is a conflict, be clear about goals and expectations (like getting good grades, keeping things clean, and showing respect), but allow your teen input on how to reach those goals (like when and how to study or clean).

TEENAGERS (15-17 YEARS OF AGE)

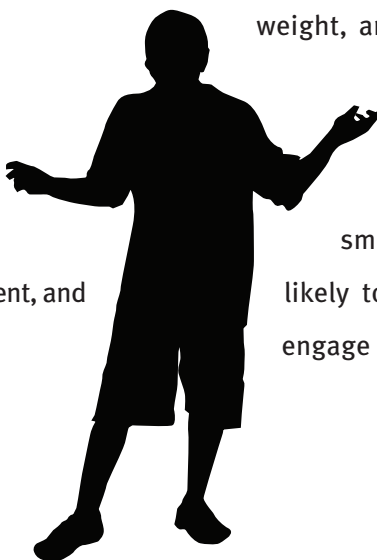
DEVELOPMENTAL MILESTONES

This is a time of changes for how teenagers think, feel, and interact with others, and how their bodies grow. Most girls will be physically mature by now, and most will have completed puberty. Boys might still be maturing physically during this time. Your teen might have concerns about her body size, shape, or weight. Eating disorders also can be common, especially among girls. During this time, your teen is developing his unique personality and opinions. Relationships with friends are still important, yet your teen will have other interests as he develops a clearer sense of who he is. This is also an important time to prepare for more independence and responsibility; many teenagers start working, and many will be leaving home soon after high school.



Positive Parenting Tips: *Following are some things you, as a parent, can do to help your teen during this time:*

- Talk with your teen about her concerns and pay attention to any changes in her behavior.
- Show interest in your teen's school and extracurricular interests and activities and encourage him to become involved in activities such as sports, music, theater, and art.
- Encourage your teen to volunteer and become involved in civic activities in her community.
- Compliment your teen and celebrate his efforts and accomplishments.
- Show affection for your teen. Spend time together doing things you enjoy.
- Encourage your teen to develop solutions to problems or conflicts. Help your teenager learn to make good decisions. Create opportunities for him to use his own judgment, and be available for advice and support.
- If your teen engages in interactive internet media such as games, chat rooms, and instant messaging, encourage her to make good decisions about what she posts and the amount of time she spends on these activities.
- If your teen works, use the opportunity to talk about expectations, responsibilities, and other ways of behaving respectfully in a public setting.
- Respect your teen's need for privacy.
- Encourage your teen to get enough sleep and exercise, and to eat healthy, balanced meals.
- Encourage your teen to have meals with the family. Eating together will help your teen make better choices about the foods she eats, promote healthy weight, and give family members time to talk with each other. In addition, a teen who eats meals with the family is more likely to have better grades and less likely to smoke, drink, or use drugs. She is also less likely to get into fights, think about suicide, or engage in sexual activity.



***“Tell me, I Forget
Show me, I Remember
Involve me, I Understand”***

– ANCIENT CHINESE PROVERB

This proverb means that I will interact with my child in these ways: _____



My Child's Activity Sheet

Name of Child: _____ Age of Child: _____

Activity Title: _____ Date of Activity: _____

Topic to Teach: _____

GELDS Standard Address: _____

Specific Learning Domains: _____

Required Materials/Preparation Needed: _____

How I will introduce the Activity: _____

Step by Step Procedures: _____

How I will evaluate the activity: _____

Home Learning Environments

Home Learning Environments Support the developmental, Individual, and cultural needs of children. Home Learning Environment provides the foundation for children's Learning. Therefore, parents create an environment at home that is conducive to learning and guides children's growth and development. There will be consistent opportunities and experiences for children's progress in building and extending their social, emotional, cognitive, language, literacy, and physical skills (Washington, Valora, 2017).

The family and cultural beliefs, values, practices, developmental milestones, and parenting tips on the following page provides recommended activities, for Home Learning Environments. Review and apply these in your home learning environment.

Parenting Tips for an Enriched Home Learning Environment

- Plan and create a home environment that is age, developmentally individually, and culturally appropriate
- Provide toys, equipment, and learning materials that are specifically designed to stimulate children's thinking and creativity
- Allow children to actively interact with the environment by exploring and asking questions
- The home activities provide opportunities for children to experience positive feelings about themselves
- Your activities and interactions also allows for talking and listening as often as possible
- Turn many everyday life experiences, into learning opportunities including appreciating art and music
- Read to children starting at an early age and extend it into a shared experience through their growth periods
- Have print materials at home at all times including books, other literature, and technologically age appropriate items
- Provide children opportunities to learn by using all the senses
- Provide children opportunities for problem solving using the different senses
- Provide opportunities for children to role play
- Provide opportunities for children to communicate their feelings and ideas through speech and writing
- Model and encourage children to use acceptable behavior

Section 2:

The Development of Executive Function Skills

Executive functions are the cognitive abilities that control and regulate most of what we do in a day-to-day life.

Executive functions include the ability to initiate, plan and organize, set goals, solve problems, regulate emotions, and monitor behavior.

Parents, research bears this out: executive function is the single best indicator of school readiness and success – better even than I.Q. (Wardhana, 2015)

Children who possess the skill of executive function are successful learners. They possess the cognitive skills that enable them to:

- Avoid distractions
- Focus attention
- Hold relevant information in working memory
- Regulate their impulsive behaviors

Executive Functions does not develop on its own. There needs to be supportive experiences to develop this skill and one of the best experiences for developing executive function is through pretend play and for play scenarios. As parents, what you say and do promotes children's learning. Your actions and words help children expand their memories and attention, develop self-regulation and executive function. You also help children understand reading, writing, math, science, art, language, social studies, and technology concepts. (Review the GELDS

Domains and CDC Positive Parenting Tips for healthy child development) and select an activity for an age group.

These might also include opportunities for expanding the following cognitive skills:

- Curiosity about the world around him/her
- Cause-and-effect solutions
- Connections between what he/she already knows and what is currently being experienced
- Predicting
- Representing thoughts symbolically

Truancy: The Factors and the most Successful Prevention Strategies

Truancy is an unexcused absence, missing school, without a valid reason. Georgia Law (20-2-690) requires attendance for children between the ages of six and sixteen. A child must be enrolled in public, private, or a home school program. After 15 total absences, with seven unexcused, the student is referred to the school social worker (May 7, 2014).

Truancy (non-attendance) in many schools can be difficult to detect because it is the parental-condoned truancy. By definition one or more of the parents has agreed to the child missing school. The reasons might include: 1. for company; 2. Protection; 3. To help perform chores or shopping, 4. Help with elderly relatives. It is difficult to detect because of the "sick note" syndrome.

Factors Contributing to Truancy

There is no single reason for students becoming truants. However, many factors can lead to a student's decision to repeatedly skip school. These factors can come from the school and its facilities, from the student's home life, or from personal issues the student is experiencing.

Risks of Truancy

Truancy is seen by most experts as a bellwether indicating that a child is more likely to engage in other risky behavior. Truancy often acts as a "gateway" behavior that can lead to students trying drugs and alcohol, engaging in other criminal acts such as vandalism and theft, and ultimately dropping out of school altogether.

Strategies for Addressing Truancy

To help students avoid heading down the truancy path, many schools, organizations and government agencies have worked to develop strategies for keeping children in school. Rather than imposing ever-harsher penalties on students that usually increase truancy rather than prevent it, most successful truancy prevention programs address the factors contributing to truancy. Most truancy prevention programs include:

- Increased parental involvement, usually through notification of a child's truancy, joint

counseling with the child and his or her parents, and family mediation

- Diversion from the court system through alternative programs, such as counseling and community service
- Individual mentorship
- Increased training for law enforcement officials on how to better handle truancy cases

Truancy Intervention Programs (TIP)

Caring adult involvement in the life of a troubled child can alter their path. TIP Georgia utilizes the following programs to assist the children involved in its organization.

Early Intervention

The Early Intervention Program is an initiative designed to identify and counsel chronically absent children at the elementary school level before their pattern of absenteeism escalates to a level requiring court intervention. Children and their families are paired with a trained volunteer to provide resources and support to return the children to regular school attendance. Through this involvement, TIP works to decrease absenteeism and increase school performance thereby alleviating truancy petitions from being filed in the Fulton County Juvenile Court.



THE DEVELOPMENT OF EXECUTIVE FUNCTION SKILLS



Activity

The factor that is the most successful and noted on the previous pages in preventing truancy includes increased parental involvement. As a parent supporting your child/children's education, how would this support you in identifying likely causes of truancy occurring in a child? *Comment below:*

Truancy is the largest single cause of non-attendance in many schools and can be very difficult to detect because it is parental-condoned truancy. Based on parenting tips reviewed previously which ones of these could assist in decreasing this cause of Truancy? *Comment below:*

The Rewards of Life-Long Learning

Life Long Learning Supported by The Authoritative Style of Parent Interactions

- The Authoritative Style (Baumrind, 1991) matches the majority of the beliefs, values, and practices of the cultures. Further, it supports parents being able to focus on the developmental, individual, cultural and life-long learning needs of children.
- The authoritative Style is characterized by warmth, two-way communication, high standards, fairness induction (reasoning), consistently enforcing reasonable rules, and involvement.
- The rewards of the life-long learning style are the positive decision making skills that are developed within children and youth.
- Further, it was found to be associated with drug free, law-abiding adolescents who had the strength of character necessary to decide the right and wrong wisdom.

The Principles and Lasting Benefits of

Positive Discipline versus the Negative Impact of Punishment

What is the difference between discipline and punishment?

Discipline isn't about punishing children for making mistakes. Rather, discipline is about guiding and teaching children what they should do instead.

Discipline is about setting limits that are appropriate for a child's developmental stage.

Discipline is about teaching children that there are consequences to behaviors. These consequences are more than simply getting spanker or sent to timeout.

Punishment typically is a negative reaction to a distinct and immediate behavior.

The goal of **punishment** is to get your child to obey.

Punishment may work at that moment, but it does not have lasting value.

Many people think of discipline as another word for punishment, but discipline, or guidance is about teaching.

THE DEVELOPMENT OF EXECUTIVE FUNCTION SKILLS

Discipline helps children to gain self-control and empowers them in their daily activities.

There are several components of positive guidance:

- Set clear and firm limits
- Be consistent & have a schedule
- Offer encouragement and praise
- Create a quality environment
- Help children learn from their mistakes
- Remain positive
- Model good behavior



Activity

- Knowledge I already had: _____

- Knowledge presented that was new to me: _____

- Questions that I had that were answered: _____

- Questions that I had that were unanswered: _____

- The one thing that I will do regarding discipline and positive guidance is: _____

Section 3:

Effective Parent–Teacher Communication

TIP #1: TIPS FOR PARENTS IN PARENT-TEACHER CONFERENCES

TIP #2: BE A PARTNER WITH THE TEACHER

TIP #3: GET COMFORTABLE WITHIN THE SCHOOL AND WITH THE TEACHER

TIP #4: FEEL FREE TO MAKE THE FIRST CONTACT WITH THE TEACHER

TIP #5: COMMUNICATE WITH THE TEACHER EARLY

TIP #6: COMMUNICATE OFTEN

TIP #7: FOLLOW THROUGH WITH WHAT YOU SAID YOU WOULD DO

Engagement and Partnership Factors between Parents and Teachers

The term family engagement describes meaningful partnerships between families and educators of the children they serve.

Family engagement requires:

- A culture that honors and supports reciprocal relationships;
- Commitment from program leadership;
- A vision shared by staff and families;
- Opportunities to develop the skills needed to engage in reciprocal relationships;
- Practices and policies supporting family engagement

Enhancing Family Engagements includes parents sharing with providers and educators their ethnic, family, and cultural ideals. These include:

- Assisting in providing materials in their nature languages and/or requesting interpreters being available for face-to-face and/or phone communications;
- Requesting being included in decisions related to their child’s education program, as well as, facilitating school activities to also be carried out at home;
- Implementing the above listed Tips for parents in Parent-Teacher Conferences

As a parent, you are your child’s first and most important teacher. You and your child’s school have something in common: You both want your child to learn and do well. When parents and teachers talk to each other, each person can share important information about your child’s talents and needs. Each person can also learn something



new about how to help your child. Parent-Teacher conferences are a great way to start talking to your child's teachers. The following topics suggest ways that you can make the most of parent-teacher conferences so that everyone wins, especially your child.

What should you talk to the Teacher about?

- **Progress.** Find out how your child is doing by asking questions like: Is my child performing at grade level? How is he or she doing compared to the rest of the class? What do you see as his or her strengths? How could he or she improve?

What should you expect?

- **Atwo-wayconversation.** Like all good conversations, parent-teacher conferences are best when both people talk and listen. The conference is a time for you to learn about your child's progress in school. This is also a time for the teacher to learn about what your child is like at home. When you tell the teacher about your child's skills, interests, needs, and dreams, the teacher can help your child more.
- **Emphasis on learning.** Good parent-teacher conferences focus on how well the child is doing in school. Be sure to bring a list of questions that you would like to ask the teacher.
- **Opportunities and challenges.** Just like you, teachers want your child to succeed. Be prepared by thinking about your child's strengths and challenges beforehand. Be ready to ask questions about ways you and the teacher can help your child with some of his or her challenges.
- **Assignments and assessments.** Ask to see examples of your child's work. Ask how the teacher gives grades.
- **Your thoughts about your child.** Be sure to share your thoughts and feelings about your child. Tell the teacher what you think your child is good at. Explain what he or she needs help with.
- **Support learning at home.** Ask what you can do at home to help your child learn. Ask if the teacher knows of other programs or services in the community that could also help your child.
- **Support learning at school.** Find out what services are available at the school to help your child. Ask how the teacher will both challenge your child and support your child when he or she needs it.

How should you follow up?

- **Make a plan.** Write down the things that you and the teacher will each do to support your child. You can do this during the conference or after. Write down what you will do, when, and how often. Make plans to check in with the teacher in the coming months.
- **Schedule another time to talk.** Communication should go both ways. Ask how you can contact the teacher. Don't forget to ask how the teacher will contact you too. There are many ways to communicate — in person, by phone, notes, email. Make a plan that works for both of you. Be sure to



Activity: A Review of Effective Parent-Teacher Communication

Six Important Tips for Parents and Teachers to Communicate Positively and Effectively

1. Be a Partner with the teacher:

Begin your communication with _____

2. Get comfortable: _____

3. Communicate with: _____

4. Communicate: _____

5. Follow through: _____

EFFECTIVE PARENT–TEACHER COMMUNICATION

schedule at least one more time to talk in the next few months.

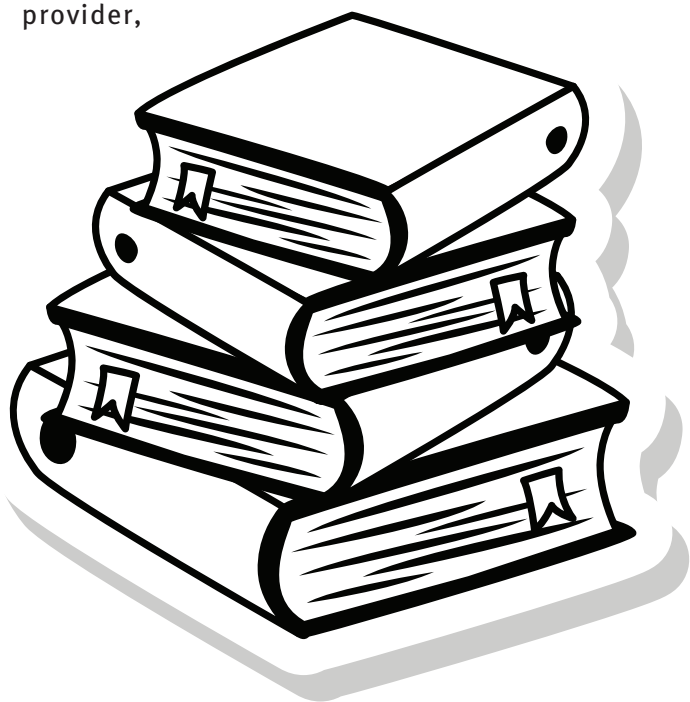
- **Talk to your child.** The parent-teacher conference is all about your child, so don't forget to include him or her. Share with your child what you learned. Show him or her how you will help with learning at home. Ask for his or her suggestions (Harvard Family Research Project, 2017).

Parents often need help expressing concerns, finding the time and the means to have important conversations with providers and educators and understanding their child's developmental and educational needs. However, parents, provider,

educators, and policy makers must work together with a shared vision for home to school partnerships to be successful. Recent and proven research based and diverse communication methods (Epstein, 2010) included the following two-way technologically based communication methods between parents and educators:

- Text and social media being an efficient and meaningful way for both of them.
- The majority of parents commonly used social media, especially Facebook and other social media platforms such as Instagram and Snapchat.

Parent communications with providers and teachers has significant implications for the economic, social-emotional, and educational prosperity of future generations. Parent-provider relationships exist within a broader context influenced by legislation and public policy. This research adds to literature that supports the promotion of policies that prioritize early childhood and education systems and support the need of working an under-resourced family. Family friendly policies, such as flexible work schedules and paid time off to volunteer at a child's school or attend parent-teacher meetings, can facilitate parent involvement, strengthen family-community relationships, and support the health and well being of children (Shonkoff & Garner, 2012).





Before the Parent Teacher Conference Checklist

- ☐ Schedule a time to meet. If you can't go at the scheduled time, ask the teacher about other times.
 - ☐ Review your child's work, grades, progress reports.
 - ☐ Talk with your child about his or her progress in school.
 - ☐ Make a list of questions to ask during the conference.
 - ☐ Talk with others – family, after school staff, mentors, etc. – about your child's strengths and needs.
 - ☐ Consider ways you would like to be involved in your child's learning so that you can discuss them with the teacher.
-

Section 4:

Parental Resilience and Effective Stress Management

Parenting stress is caused by the pressures (stressors) that are placed on parents personally and in relation to their child including:

1. typical events and life changes;
2. unexpected events;
3. individual factors; and,
4. social factors

Parents are more likely to achieve healthy, favorable outcomes if they are resilient. Parental resilience, managing stress well, has a positive effect on the parent and child.

RESILIENCE

Resilience is the process of managing stress and functioning well even when faced with challenges,

adversity and trauma. All parents experience stress from time-to-time. Thus, parental resilience is a process that all parents need in order to effectively manage stressful situations and help ensure they and their families are on a trajectory of healthy, positive outcomes.

Furthermore, parental resilience has a positive effect on the parent, the child and the parent-child relationship. By managing stressors, parents feel better and can provide more nurturing attention to their child, which enables their child to form a secure emotional attachment. Receiving nurturing attention and developing a secure emotional attachment with parents, in turn, fosters the development of resilience in children when they experience stress.

When parents are faced with overwhelmingly stressful conditions they need to seek help, but for some parents asking for help is not an easy thing to do. It may be embarrassing for some parents because it feels like an admission of incompetence; that they don't know how to solve their own problems or take care of their families. Other parents may not seek help because they don't know where to go for help, or the services needed have a stigma associated with them such as mental health clinics and domestic violence or homeless shelters.

On the contrary, seeking help is a step towards improving one's circumstances and learning to better manage stress and function well even when faced with challenges, adversity, and trauma. When parents ask for help, it is a step towards building resilience.

Thus, parents need experiences that enable them to understand their rights in accessing services, gain knowledge of relevant services and learn how to navigate through service systems.

STRESS MANAGEMENT: STRENGTH-BASED APPROACH

A strength-based approach helps parents feel valued because they are acknowledged as knowledgeable and

competent. They develop a sense of self-confidence and self-efficacy because they have opportunities to build their skills, experience success and provide help to others.

The Atlanta Housing of the City of Atlanta, Georgia (AH) strength-based approach of providing quality services and benefits to low-income families by enabling them to develop parental resilience and self-sufficiency. AH shares its visions and goals with access to the resources for achieving these goals.

These AH resources include:

- **Quality Living Environments** – affordable housing in healthy, mixed income communities with access excellent amenities.
- **Self-sufficiency** – opportunities for AH-assisted families and individuals to 1) acquiring the skills and resources they need to become financially independent;
2) initiatives and strategies that support great educational outcomes for children; and programing that supports independent living among the elderly and persons with disabilities.
- **Economic Viability** – agency sustainability ensured through financial soundness and viability.

Section 5:

Visions, Goals, And Resources For Establishing And Maintaining Stable Families

- The examples of Families Beliefs, Values, and Practices, similar to yours, can now be applied to your developing Visions, Goals, and Resources for establishing and maintaining a stable family.
- A happy successful family has a vision of what it wants the family to be and a plan for achieving it.
- The way in which the vision is established is to have a plan for its achievement.
- This plan is the family goals through which the vision is accomplished.
- They are also a very powerful way to teach children how to set and achieve personal goals.
- Begin with 3-Step-Goal-Setting Process.
 1. Where are you now?
 2. Where do you want to be?
 3. How will you get there?
- There are 3 Types of Goals for Success
 1. Short-Term Goals – Can be achieved in less than one year
 2. Long-Term Goals – Can be achieved in a time period of more than one year
 3. Financial Goals – Specific objectives to be accomplished through financial planning
- ALL FAMILY MEMBERS CAN HELP IN SETTING AND ACHIEVING THESE GOALS AND FIND CREATIVE WAYS TO ALSO INCLUDE YOUNG CHILDREN.
- One Goal example would be:

In the words of Edward Everette Hale
(Say Aloud!)
I Can Do It!
I Am Only One;
But Still I Am One;
I Cannot Do Everything;
But Still I Can Do Something;
And Because I Cannot Do Everything;
I Will Not Refuse To Do The Something
That I Can Do.



your signature

date

Community Resources

U.S. Dept. of Education
www.ed.gov

National Criminal Justice Reference Service
www.ncjrs.gov

Drop Out Prevention Plan for Durham Public Schools
www.dpsnc.net

National Dropout Prevention Center
www.dropoutprevention.org

National Center for Education Statistics
www.nces.ed.gov

Georgia Court Appointed Special Advocates
www.gacasa.org

KidsCount U.S.A. (The Annie E. Casey Foundation)
www.aecf.org

The Children's Defense Fund
www.childrensdefense.org

Atlanta Bar Association
www.atlantabar.org

State Bar of Georgia
www.gabar.org

Barton Child Law and Policy Clinic
www.childwelfare.net

United Way 211 Online Resource Help
www.unitedwayatl.org

Judge Glenda Hatchett's website
www.sonypictures.oom/tv/shows/judgehatchett.com

Atlanta Public Schools
www.atlanta.k12.ga.us

Fulton County Public Schools
www.fultonschools.org

Georgia Advocates
www.georgiaadvocates.org

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www.circleofparents.org

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www.qualitycareforchildren.org

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www.dph.georgia.gov/Babies-Cant-Wait

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Mark C. Edwards, Ph.D. © 2000 Center for Effective Parenting, EFFECTIVE PARENT-TEACHER COMMUNICATION

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Notes

MODULE 6

Self-Sufficiency and Life Long Learning

MODULE 6

Contents

Section 1

Introduction.....	3
Goal Setting.....	3

Section 2

Rewards of Life Long Learning.....	4
Adult and Higher Education	4
What is adult education?.....	4
What are the advantages of adult education	5
What to consider when choosing an adult education program.....	5
What are the advantages of adult education?	5
What are the challenges of adult education?.....	5
The Decision to Return to School.....	6
Preparation for Adult Education	6
Educational Programs You May want to Consider.....	7
GED	7
Job Corps	7
Vocational-Technical Institutions.....	8
Colleges and Universities	8
How to Pay for Your Education	9

Section 3

Employment Preparation	9
Resume.....	9
Job Search.....	11
Ten Steps For Success: Interviewing	12
Keeping Your Job	15
Social Media.....	16

Section 4

Employment Preparation	18
Community Resources	19
References.....	19

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Mortarboard & diploma books: www.vecteezy.com/swayaway1
Business silhouettes: www.vecteezy.com/www.freevector/all-silhouettes.com/vectorlady.com
Handset / Social media: www.vecteezy.com/frankmib6

Section 1:

Self-Sufficiency Starts with Goal Setting

*GOAL: An aim
we have—
something we
are working
toward.*

Introduction:

In the following course module, we will discuss self-sufficiency and goal setting. Participants will be introduced to the importance of decision-making, preparing for lifelong learning, employment, job readiness tools, and social media strategies. Participants will learn how to distinguish between many types of adult education. Participants will see examples of resumes and job applications with tips on how to be successful at completing both. Participants will complete an overview activity to reinforce their knowledge for the entire module. At the end of this module, participants will receive community resources and references to support their ability to make decisions, set goals and prepare for lifelong learning and employment.

Goal Setting

A goal is an aim we have—something we are working toward. The best way to stay focused is to document your goals and keep them somewhere visible.

SMART Goals

As you create goals, answer the following questions to be sure that you are following the SMART approach:



- What is specific about the goal?
- Is the goal measurable? (How will you know the goal has been achieved?)
- Is the goal achievable?
- Is the goal relevant to performance expectations or professional development?
- Is the goal time-bound? (How often will this task be done? Or, by when will this goal be accomplished?)

Tips To Achieve Your Goal

Here are a few tips to consider:

- Make a list of 5–10 long-term goals.
- To help you achieve each long-term goal, identify at least one short-term goal and one immediate goal.
- Assign a specific timeframe to each type of goal. For example, allow 5 years for a long-term goal, 1 year for a short-term goal, and 1 month for an immediate goal.
- Make sure each goal is measurable. That is, don't just say you want to earn good grades, say you want to earn a 3.0 or better.
- Identify goals that you yourself want to achieve, not goals that others think you should achieve.

By identifying your long-term goals and breaking them down into smaller goals, you can create a plan that should be easy to implement and manage. Remember to always keep your eye on your goals, especially if you ever feel overwhelmed.

Section 2:

Rewards of Life Long Learning

Lifelong learning is the “ongoing, voluntary, and self-motivated” pursuit of knowledge for either personal or professional reasons. Therefore, it not only enhances social inclusion, active citizenship, and personal development, but also self-sustainability, as well as competitiveness and employability.

A few reasons why you may want to continue your education:

- 1. To complete a previous education goal
- 2. To become more qualified
- 3. To make more money
- 4. To gain a competitive edge
- 5. To secure your future
- 6. To obtain a better lifestyle
- 7. To gain confidence
- 8. To improve your social network

Adult and Higher Education

Who says learning shouldn’t continue into adulthood? Adult education gives mature learners the chance to increase their knowledge, develop new skills and gain helpful qualifications and credentials.

The importance of adult education is difficult to overstate. Adult education plays an important role in helping mature aged learners develop new skills and improve the career prospects available to them.

What is adult education?

Adult education is education aimed at mature students that have already taken part in the workforce. Learning as a mature student gives individuals the chance to gain new skills and expand their knowledge.

Adult education can take many forms and cover many different subjects. As well as literacy and numeracy, many

If your long-term goal is...	Then a short-term goal may be...	And an immediate goal may be...
Get my associate's degree	Take two classes this year	Request a course catalog from a local school
Get a job making \$10,000 more than I do now	Visit my school's career placement center once a month to discuss career options	Identify three jobs that have starting salaries in the range I'm looking for
Finish school with less than \$8,000 in additional debt	Find and apply for 10 scholarships and/or grants	Total up all of my current debt

mature aged students study languages, sciences and a range of other important subjects.

What should you consider when choosing an adult education program?

A wide range of adult education programs are available, making it important to choose a high-quality program that aligns with your goals. Good adult education program should focus on teaching students important, valuable skills.

Key aspects of an adult education program to look for include a focus on teaching specialized skills that can be put into practice in the workplace and content that can easily be understood by students.

What are the advantages of adult education?

There are numerous advantages to adult education. Learning after secondary school as a mature aged student allows adults to develop valuable skills to improve career prospects and expand their professional knowledge.

Developing literacy and numeracy skills in adulthood also gives individuals a better ability to reach their full potential. Many adult students gain additional confidence in their academic skills after pursuing adult education.

Finally, adult education teaches students valuable skills that can be put into action in a wide range of situations.

The confidence and aptitude gained with adult education is valuable both in and out of the workplace.

What are the challenges of adult education?

While the importance of adult education is immense, there are a range of challenges that adult learners may face. These include the difficulty of balancing education and a full-time career, which is difficult for people in full-time employment.

Other common challenges include the difficulty of returning to a classroom setting after spending years in the workplace. Many adult students also struggle to find the time to pursue education alongside their obligations at work and at home.

What should you know?

It's important to remember that learning doesn't necessarily stop when you leave secondary school or university. E-Learning as an adult gives you the chance to make progress in your career and develop valuable new skills. There are many online E-Learning opportunities. The public library has numerous courses available.

From literacy and numeracy to foreign languages, adult education offers a range of great opportunities to expand your knowledge and learn new skills to improve your career and develop self-confidence.

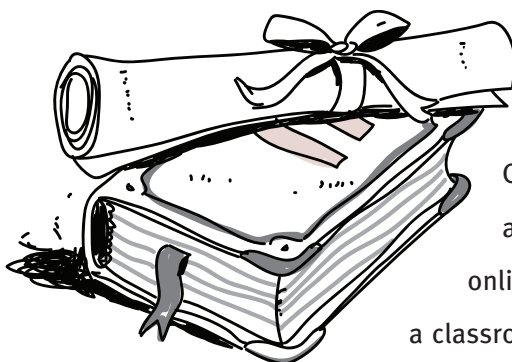
The Decision to Return to School

The decision to return to school never easy, especially if you've been out of the classroom for a while. Not sure you can do it? Many others are taking the first step, and you can too.

But everyone's situation is unique, and regardless of your reason, going back to school requires a personal commitment. It takes time and may require money, and if you're working full time or raising a family, you'll have a lot to juggle. Take a look at the big picture to make sure you are comfortable with whatever decision you make.

Preparation for Adult Education

Determine whether going back to school is the right decision for you. Consider why this has not been done in the past and what were your barriers and reasons for not moving forward. This is helpful in the preparation for adult education, as there is much to consider. There are various reasons why you may want to go back to school. Be sure to research and speak to other supportive and positive individuals about your decision. Talk to trusted individuals such as school counselor or friend about your chosen industry and career goals. If you decide furthering your education is right for you, you will need to start thinking about the school and steps to take.



Chose a school that fits your interests and needs. You can decide to take online classes or you may want to be in a classroom setting. Look around and be sure to talk to a career counselor at each school so you know exactly what to expect in that learning environment. This will also help you to determine what classes to take. Ask questions about the process, how long the process will take and the requirements to complete the program. Meet with the financial aid office to learn of the requirements to apply for financial aid and important deadlines. Many schools have information on how to help fund your education. It is also good to speak with you job about the support they may provide to employees who want to go back to school.

When you get started, be sure to get familiar with the learning environment. If the course is online, be sure you understand the computer system requirements and expectations. If the classes are in a classroom setting, be sure to tour the campus and become familiar with the location. Try to spend time on the campus before the first day of school. You want to do as much advance preparation as possible to position yourself for success. This is a big step and you have other priorities so the more prepared you are for this transition, the better you will feel.

It may seem like a huge task to go to school as a working parent. You may be excited about the opportunity to go to school, but concerned about how to balance and juggle parenting with education. It is important to share this goal with your family. Your decision to go to school may require them to help out more or work out a schedule that will benefit the family needs. Open communication and setting clear guidelines on what is needed for you to succeed will be helpful. Think about how this will impact the family on an ongoing basis (i.e. will you need a babysitter while in school or will you need to adjust your work shift). Once you identify the ways the family will need to adjust for your educational goals, takes the necessary steps to move forward successfully.

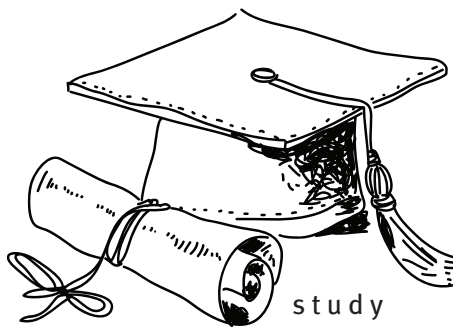
Find all the support you can. It will be good to identify who is in your support system. It is best to be sure you share your goals with friends and extended family. There may be times when you need to complete a school assignment and/or work on a project or study. You may have to call upon your network to support you. Many times individuals will work to support you if they see your dedication and you communicate the importance of this goal. It is very important to ensure your children understand that your education will be for a specific period of time and ensure them that they are important you. This will help them understand the school distraction and ease any concerns.

Educational Programs You May Want to Consider: **GED**

The GED, which stands for General Educational Development and is also referred to as a General Education Diploma, is a set of tests that when passed certify the test taker has met high-school level academic skills. You do not have to reside in Georgia to take the GED exam. Successful completion of the GED exam leads to a high school equivalency credential for adult learners without a high school diploma. This GED credential can be used to pursue a college education or career advancement. The majority of individuals who earn their GED spend a few months preparing for and taking the exams. You may register and take the exams at any time, but individuals who study for the test have a greater chance of passing. There are various GED Programs available. You can find more information in the resources section.

Job Corps

Job Corps is a no-cost education and career technical training program administered by the U.S. Department of Labor, that helps young people ages 16 to 24 improve the quality of their lives through career technical and academic training. Participants can complete programs at various Job Corps sites across the United States. More information about the Atlanta Job Corps can be found at www.atlanta.jobcorps.gov



The Atlanta Job Corps Center offers the following services:

- GED Program
- Online High School Diploma Program
- Advanced Career Training

Change to College Program which includes these benefits:

- academic advisement, mentoring, and tutoring
- paid tuition, fees, books, and supplies
- housing and recreation
- meals provided by Job Corps, on-and-off center
- transportation to and from college of choice
- English Language Learning
- Tutors and Academic Support
- Driver Education

Vocational-Technical Institutions

A vocational school is any educational institution that is specifically geared toward helping students get employment-ready skills and knowledge for particular occupations. Vocational schools are also known by other terms; for example, a technical or vocational school is generally the same thing as a trade school or career college; the terms are usually interchangeable.

So a vocational program is any course of study or practical training offered by a trade school, technical institute, or vocational college that is designed to lead directly to career opportunities in a particular field. Traditionally, vocational programs focused on areas like construction, manufacturing, automotive service, or cosmetology, but today's vocational schools offer a much wider range of training options.

At a trade school, you learn a combination of hands-on skills and theoretical knowledge directly related to the occupation you want to have. Depending on your intended vocation, you'll learn a range of very specific techniques using industry-relevant equipment in facilities that simulate real-world work settings. You'll also learn about any legal regulations or requirements that apply to your field. You may even get to practice your skills in an actual work setting as part of an included internship or externship.

Colleges and Universities

Colleges and Universities offer programs that lead to a degree. There are many colleges and universities in the Atlanta Metro area. Be sure to research the accredited colleges and universities to ensure your degree will be recognized by your employer or future employer. Atlanta colleges and universities are numerous, spanning from historically black colleges, technical colleges, top research institutions and schools of art, medicine

and theology. You can learn about Atlanta colleges and universities by visiting the following link: www.atlantaneet/explore/colleges-universities

How To Pay For Your Education

Paying for your education can be a significant barrier to continuing your education. However, there are MANY scholarships, grants, and federal student loan programs (Perkins and Stafford) to assist with the cost burden associated with continuing your education. It is important to understand, unlike scholarships and grants, federal loans require repayment. Grants are the best way to pay for your education. Based on your income, gender, age, etc. you may be eligible for government grants such as Pell Grant, Georgia HOPE (different from the HOPE scholarship for high school students), the

Supplemental Educational Opportunity Grant (SEOG), and other special grants.

The application process for any financial assistance begins with the completion of Free Application for Federal Student Aid (FAFSA). Many schools even use the FAFSA as part of their application process for non-federal aid. Additionally, many scholarships require the completion of the FAFSA as part of their application process. Visit www.fafsa.ed.gov and www.studentaid.ed.gov for more information and resources that will help you in your quest to fund your education. Visit Grants for Adult Students – at www.collegescholarships.org/grants/adult.htm This is a resource to apply for grants that cater to adult students who are going to college for the first time or re-entering college.

Section 3: Employment Preparation

Resume

A resume is a written picture of what you have to offer to a potential employer. It can include information on your education, jobs you have held, as well as your skills, interests, and capabilities. A standard resume is done in a chronological format. If you do not have an extensive work history or educational attainments, the standard chronological resume might not be the

most appropriate. However, you can use the alternative functional format. This format is better for you if your background is a mixture of education, work, and volunteer experiences, or if you have little or no job experience, but have skills and experience in some areas that would be relevant to a job.

In many cases, your resume is the first document a hiring manager will look at when reviewing your application, and therefore is a true “first impression.” Accordingly, it’s important to put time and effort into developing and maintaining an updated, accurate resume.

It is much easier to update your resume periodically than all at once, so even when you’re employed, set a reminder to refresh your resume every three months, while the information is still fresh in your head. This will make your next job search much easier, should you decide to switch companies or careers in the future.

Chronological Resume

vs

Functional Resume

NAME	
Address Line 1	
Address Line 2: Include city, province, postal code	
Cell Phone Number • Home Phone Number • E-mail Address	
<hr/>	
OBJECTIVE: To secure full or part time employment as a/in Title of Position/Area of Work	
<hr/>	
HIGHLIGHT OF QUALIFICATIONS	
<ul style="list-style-type: none"> Years of relevant experience, paid or volunteer Relevant education, training, and awards Broader skill or attribute relating to HOW you do your work: what are you known for? How have co-workers/supervisors described your work to you/to others? Broader skill or attribute... Broader skill or attribute... 	
<hr/>	
WORK HISTORY	
Most Recent/Current Job Title, Organization, City, Province	Year - Year/Present
<ul style="list-style-type: none"> An Accomplishment expressed as an Action Statement (don't forget your Action Verb) that relates to your résumé's Objective An Accomplishment expressed as an Action Statement (don't forget your Action Verb) that relates to your résumé's Objective 	
2 nd Most Recent Job Title, Organization, City, Province	Year - Year
<ul style="list-style-type: none"> An Accomplishment expressed as an Action Statement (don't forget your Action Verb) that relates to your résumé's Objective An Accomplishment expressed as an Action Statement (don't forget your Action Verb) that relates to your résumé's Objective 	
<hr/>	
VOLUNTEER EXPERIENCE	
Title of Most Recent Volunteer Role, Organization, City, Province	Year - Year
<ul style="list-style-type: none"> An Accomplishment expressed as an Action Statement (don't forget your Action Verb) that relates to your résumé's Objective An Accomplishment expressed as an Action Statement (don't forget your Action Verb) that relates to your résumé's Objective 	
<hr/>	
EDUCATION AND TRAINING	
Latest Qualification Achieved, Organization/Institution, City, Province	Year - Year
<ul style="list-style-type: none"> If the qualification is broad or unusual—like a multi-year diploma—highlight some relevant courses or learning significant to the résumé's Objective 	
2 nd Most Recent Qualification Achieved, Organization/Institution, City, Province	Year - Year

NAME	
Street	
City, State, Zip	
Phone	
Email	
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YOUR OCCUPATIONAL TITLE	
Specializing in [area(s) of expertise, such as Consumer Electronics]	
<hr/>	
SUMMARY	
<ul style="list-style-type: none"> Write three or four bullet statements that summarize why you would be good at your job objective. Each statement should be no longer than two lines. Highlight your relevant strengths (experience, skills, certificate)... Prioritize the statements in this section so the most relevant one comes first. 	
<hr/>	
EXPERIENCE	
KEY SKILL	
<ul style="list-style-type: none"> Write two or more bullet statements about how you used this skill in your paid and unpaid activities and what you learned or accomplished that's relevant to your job objective. Describe relevant projects, using keywords that demonstrate your skill level. 	
KEY SKILL	
<ul style="list-style-type: none"> Write two or more bullet statements, using the tips above. For ideas, see Phrases That Work. Prioritize the statements under each Key Skill section so the most relevant one comes first. 	
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WORK HISTORY	
Job Title, 20xx-present	Company or Organization, City, State
Job Title, 20xx-xx	Company or Organization, City, State
Job Title, 20xx-xx	Company or Organization, City, State
Job Title, 20xx-xx	Company or Organization, City, State
<hr/>	
EDUCATION AND TRAINING	
Degree, Major, 20xx	
School, City, State	
Relevant certificate, 20xx	
Relevant training or workshop, 20xx	
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VOLUNTEER WORK	
Position Held, Organization, 20xx	
Position Held, Organization, 20xx [Date optional]	

BASIC RESUME WRITING RULES

1. Make it your own: you can get someone to help you, but you need to write it yourself.
2. Make sure it looks good: clean, clear, well typed.
3. No errors! Have someone proofread it for grammar and spelling mistakes.
4. No lies: don't include jobs you didn't hold or degrees you haven't earned.
5. Be brief: one page is plenty.
6. Be positive: emphasize your accomplishments.

7. Be specific: DON'T SAY "I'm a good typist", SAY "I type 60 words a minute."

Job Search

What are you seeking from a job? For some people it is very important to have regular hours, or to work outdoors. Some like to work alone. Some like to have a lot of flexibility in work hours and to get to travel around.

Look at the list below. Decide what is most important to you when you think of a job and mark each item

VI - Very Important

SI - Somewhat Important

NI - Not Important

___ Flexible hours	___ Responsibility	___ Advancement
___ Good pay	___ Working with people	___ Regular hours
___ Good benefits	___ Working alone	___ Close to home
___ Safety	___ Job variety	___ Work with machines
___ Vacation time/holidays	___ Nice work environment	___ On-the-job travel
___ Good health insurance	___ Weekends Off	___ Making a Difference

Ten Steps for Success

1. Conduct Research on the Employer, Hiring Manager, and Job Opportunity

Success in a job interview starts with a solid foundation of knowledge on the jobseeker's part. You should understand the employer, the requirements of the job, and the background of the person (or people) interviewing you. The more research you conduct, the more you'll understand the employer, and the better you'll be able to answer interview questions (as well as ask good questions). Scour the organization's website and other published materials, search engines, research tools, and ask questions about the company in your network of contacts.

2. Review Common Interview Questions and Prepare Your Responses

Another key to interview success is preparing responses to expected interview questions. First, ask the hiring manager as to the type of interview to expect. Will it be one-on-one or in a group? Will it be with one person, or will you meet several members of the organization? Your goal is to try to determine what you'll be asked and to compose detailed yet concise responses that focus on specific examples and accomplishments. A good tool for remembering your responses is to put them into a story form that you can tell in the interview. No need to memorize responses (in fact, it's best not to), but do develop talking points.

3. Dress for Success

Plan out a wardrobe that fits the organization and its culture, striving for the most professional appearance you can accomplish. Remember that it's always better to be overdressed than under and to wear clothing that fits and is clean and pressed. Keep accessories and jewelry to a minimum. Try not to smoke or eat right before the "interview" and if possible, brush your teeth or use mouthwash.

4. Arrive on Time, Relaxed and Prepared for the Interview

There is no excuse ever for arriving late to an interview. Short of a disaster, strive to arrive about 15 minutes before your scheduled interview to complete additional paperwork and allow yourself time to be settled. Arriving



a bit early is also a chance to observe the dynamics of the workplace.

The day before the interview, pack up extra copies of your resume or CV and reference list. If you have a portfolio or samples of your work, bring those along too. Finally, remember to pack several pens and a pad of paper to jot notes. Finally, as you get to the offices, shut off your cell phone. (Also, if you were chewing gum, get rid of it.)

5. Make Good First Impressions

A cardinal rule of interviewing is to be polite and offer warm greetings to everyone you meet from the parking

attendant to the receptionist to the hiring manager. Employers often are curious how job applicants treat staff members and your job offer could easily be derailed if you're rude or arrogant to any of the staff. When it's time for the interview, keep in mind that the first impression is the impression interviewers get in the first few seconds of meeting you. It can make or break an interview. Make a strong first impression by dressing well, arriving early, and when greeting your interviewer, stand, smile, make eye contact, and offer a firm "but not bone-crushing" handshake. Remember that having a positive attitude and expressing enthusiasm for the job and employer are vital in the initial stages of the interview; studies show that hiring managers make critical decisions about job applicants in the first 20 minutes of the interview.



6. Be Authentic, Upbeat, Focused, Confident, Candid, and Concise

Once the interview starts, the key to success is the quality and delivery of your responses. Your goal should always be authenticity, responding truthfully to interview questions. At the same time, your goal is to get to the next step, so you'll want to provide focused responses that showcase your skills, experience, and fit, with the job and the employer. Provide solid examples of solutions and accomplishments but keep your responses short and to the point. By preparing responses to common interview questions), you'll ideally avoid long, rambling responses

that bore interviewers. Finally, no matter how much an interviewer might bait you, never badmouth a previous employer, boss, or co-worker. The interview is about you and making your case that you are the ideal candidate for the job.

7. Remember the Importance of Body Language

While the content of your interview responses is paramount, poor body language can be a distraction at best or a reason not to hire you at worst. Effective forms of body language include smiling, eye contact, solid posture, active listening, and nodding. Detrimental forms of body language include slouching, looking off in the distance, playing with a pen, fidgeting in a chair, brushing back your hair, touching your face, chewing gum, or mumbling. You may do an internet search to find helpful articles on how your body language affects the impression you make in an interview.



8. Ask Good Questions

Studies continually show that employers make a judgment about an applicant's interest in the job by whether or not the interviewee asks questions. Thus, even if the hiring manager was thorough in his or her discussions about the job opening and what is expected, you must ask good questions. This shows that you have done your research and that you are curious. The smart jobseeker prepares questions to ask days before the interview, adding any additional queries that might arise from the interview.

9. Sell Yourself and then Close the Deal

The most qualified applicant is not always the one who is hired; the winning candidate is often the jobseeker who does the best job responding to interview questions and showcasing his or her fit with the job, department, and organization. Some liken the job interview to a sales call. You are the salesperson, and the product you are selling to the employer is your ability to fill the organization's needs, solve its problems, propel its success.

Finally, as the interview winds down, ask about the next steps in the process and the timetable in which the employer expects to use to make a decision about the position.



10. Thank Interviewer(s) in Person, by Email, or Postal Mail

Common courtesy and politeness go far in interviewing; thus, the importance of thanking each person who interviews you should come as no surprise. Start the process while at the interview, thanking each person who interviewed you before you leave. Writing thank-you emails and notes shortly after the interview will not get you the job offer, but doing so will certainly give you an edge over any of the other finalists who didn't bother to send thank-you notes. For more tips on writing thank-you notes, do an internet search for tips on how to write a Job-Search Interview Thank-You Letter. You may also be able to find job interview thank-you letter samples on line. There are links in the reference section.

Final Thoughts on Job Interview Success: Succeeding in job interviews takes research, practice, and persistence. The more effort you put into your interview preparation, the more success you'll see in obtaining job offers.

Keeping Your Job

Arranging Backup Assistance

When you have a job, it is important to have back up childcare or a support network to assist you when needed. It is helpful to discuss your schedule and identify trusted individuals who can help you by picking up your child from school or taking them to school if needed. This is

a critical step to ensure you are prepared and will be successful if an emergency happens. This also gives you a chance to discuss your goals with family and friends so they can be there to support your job needs.

You may also want to speak with the school counselor to discuss after-school programs or organizations that offer after-school care.

Identifying helpful people among your friends and family is an important step if you are taking care of elderly parents, as well. There may be times when you need someone to assist you with elder care. You should research information regarding senior care by contacting your local county or doing an internet search. The most important thing is to speak up and be willing to ask for help. Often help will come from unexpected places.

Figure out what your employer expects from you

A simple way to get ready for a new job is to think about what your employer will expect from you. From the minute you start your new job, listen carefully when your employer mentions what he or she expects. Take clear notes that you can refer to later, and ask questions when you are not sure you understand. Asking questions is a great way to communicate that you are interested, intelligent, and care about your work. In fact, most employers expect and want new employees to ask questions. You cannot

give the employer what he or she wants unless you know what that is.

Focus on the Job

Make sure your employer sees that you are focused on the job, not the paycheck, or break time, or when you will get your first raise. Be sure you know the answers to the following kinds of work-related questions:

- What are my specific duties?
- What exactly am I responsible for?
- How should I perform my duties?
- What are the specific procedures that I should follow and how can I find out about them?
- What are the deadlines or schedules I have to work with?
- Who else will I be working with and what are their roles?
- What tools or machinery or office equipment (or whatever) are required for performing the job?

Understand the Culture

Every business develops its own “culture,” which basically describes the way things are done around the office. The



work culture includes things like how people are expected to dress, when and for how long people take breaks, what kinds of things people hang on their walls or put on their desks. Learning about and adapting to the culture where you work is an important part of succeeding at work and getting along with your employer and co-workers.

Social Media

Social media is a key player in the job search process today, it also can affect your ability to keep your job. Sites like Facebook, Twitter, LinkedIn, and Google+ allow employers to get a glimpse of who you are outside the confines of a résumé, cover letter, or interview. These sites offer job seekers the opportunity to learn about companies they're interested in; connect with current or former employees; and hear about job openings instantaneously, among other things.

Most employers and hiring agencies today are using social media to source the right candidates, which means it should be a big part of your job search strategy. On-line social network sites have become an important forum to show your skills and allow you to establish your social brand, network with people online and locate job opportunities.

Your resume is normally only seen by those to whom you have either sent it directly, or by recruiters who have paid for access to the candidate database of a recruitment website. So, by using social media sites in your job search you can increase the visibility of your professional profile and be seen by the wider world. It puts your skills and experience into the public domain and provides opportunities to network online with professionals from all kinds of employers.

LinkedIn

LinkedIn can be a valuable tool in your job search as businesses, recruiters and head-hunters will use LinkedIn to search for job-seekers for particular jobs and then approach them directly.

Twitter

Twitter is a public platform for people to post and exchange short messages. People use it to interact with other people or organizations they find interesting or useful, including attaching links or photos that they want to share with their Twitter community.

You do not have to tweet yourself, you can just follow companies or topics and retweet. You can use your own tweets to show your interest in a particular career and tweet about current affairs in the sector you wish to work in.

Your Twitter profile should include a professional looking photo, an appropriate bio and a link to your CV, LinkedIn profile or website.



Facebook

This is a successful social networking website allows users to create a personal profile, add other users as friends, and share messages.

Many organizations use it to communicate with staff, customers and the wider public sometimes to get their comments and views. Some companies are also using it to recruit and vet potential candidates. On Facebook the boundaries between the personal and the professional can be very blurred, so make sure that you are always aware of what information about you can be accessed and by whom.

Social Media – A word of warning!

There are numerous social media sites you may chose to access and use. While social media and networking sites present excellent opportunities for recruitment, it also means that employers, both current and prospective, have become more sensitive to their employees' use of social media.

Before you post any information in your own name on the web, consider whether you would be happy to have this information printed in a national newspaper where your family, friends, current and future employers could see it. If not, then change it.

Section 4:

Money Management and Economic Independence

When it comes to being self-sufficient there is a lot to be learned. Two important aspects of self-sufficiency are managing your money and becoming economically independent. In Module 8 there are many topics dedicated to what you need to know and do to prepare yourself and your family for self-sufficiency as it relates to money management and economic independence. It

also covers many of the areas you will need to focus on when it comes to preparation and ensuring you have the right tools to reach economic independence. This manual is a great resource for you and your family to prepare for self-sufficiency. We hope you will take the time to read each section completely and use all the wonderful tools and information that are provided.

Community Resources

Atlanta Job Corps
www.atlanta.jobcorps.gov

Atlanta Public Schools
www.atlantapublicschools.us

US Department of Education
www.ed.gov

Trade School Colleges and Universities
www.trade-schools.net/search

Blue Sky Resumes
www.blueskyresumes.com

GED Classes

The Adult Education Program Atlanta Public Schools

The Atlanta Technical College
www.campusexplorer.com

12 Top Georgia Colleges and Universities
www.collegeapps.about.com

Atlanta Trade Schools
www.zapmeta.com/Atlanta+Trade+Schools

The Path2College 529 Plan
www.path2college529.com

Job Training, Education, Literacy

WorkSource Atlanta
818 Pollard Boulevard Southwest Pollard Blvd SW,
Atlanta, GA 30315
404-546-3000
www.atlantaga.gov/government/mayor-s-office/worksource-atlanta

The Urban League of Greater Atlanta
229 Peachtree Street NE, Suite 300 Atlanta, GA 30303-1600
404-659-1150
www.ulgatl.org

Literacy Action
231 Peachtree St NW M-100, Atlanta, GA 30303
404-818-7323
www.literacyaction.org

The Center for Working Families, Inc.
477 Windsor St SW, Atlanta, GA 30312
404-223-3303
www.tcwfi.org

Martin Luther King Sr. Community Resources Collaborative
101 Jackson Street, N.E.
Atlanta GA 30312
404-460-8321
www.mlksrccollaborative.org

References

Martin Luther King Sr. Community Resources Collaborative
www.mlksrccollaborative.org

Education Associates
www.educationassociates.com

College Scholarships
www.collegescholarships.org

Student Aid
www.studentaid.ed.gov

University of Tennessee “Getting There” Program
www.cls.utk.edu/

The Balance
www.thebalance.com/job-resumes-4073657

Thank You Letters
<https://www.indeed.com/career-advice/interviewing/follow-up-email-examples-after-interview>

<https://www.grammarly.com/blog/thank-you-email-after-interview/>

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

MODULE 7

Effective Relationships Between Tenants and Landlords

MODULE 7

Contents

Introduction and Definitions

Introduction.....	3
Your Role As A Tenant.....	4
Your Rights As A Tenant.....	5
Your Landlord's Role	5
Your Landlords Rights.....	5

Section 1: Knowing Your Role As A Tenant

Importance of Communication	6
Be Accountable	6
Take Responsibility.....	6
Read the Lease.....	7
Take Responsibility.....	7
Understanding And Comply With The Terms Of Your Lease!	7
Responsibilities For You And Your Family	7
Understand the Expectations	9

Section 2: Knowing Your Rights As A Tenant

Lease Agreements	10
Security Deposits	10
Move-in Inspections.....	11
Maintenance.....	11
Evictions	11
Change in ownership	11
Tenants and foreclosure.....	12
The Fair Housing Act.....	12
What Happens When GCEO Is Made Aware Of Discriminatory Practices?	12

Section 3: Knowing The Rights Of Your Landlord

A Landlords Rights.....	14
Security Deposit	14
Rent Payments And Increase.....	14
Eviction And Lease Termination.....	14

Section 4: Knowing How To Develop A Great Relationship With Your Landlord

The Basics.....	15
Community Resources	15
References.....	16

illustrations in this module are courtesy of:
Rooftops: www.vecteezy.com/EryPrihananto

Introduction

This training module is designed to provide you with common residential landlord and tenant relationship information to help you make informed decisions on being a good neighbor. According to the 2012 Georgia Landlord and Tenant Handbook, Georgia law does not regulate the details of the landlord-tenant relationship, but does set forth the general rights and responsibilities of landlords and tenants. The Georgia Legislature passes laws, which govern the rental of residential rental property in this state. These laws are contained in the Official Code of Georgia, Title 44, Chapter 7. The Georgia Supreme Court and the Georgia Court of Appeals decide cases that clarify how laws apply. Court decisions create a second type of law: case law. A court deciding a landlord tenant dispute looks at both the laws contained in the Code and case law.

Your public library may have copies of the Official Code of Georgia and the decisions of the Georgia Supreme Court and Court of Appeals. You can access the Official Code of Georgia through the internet at www.legis.state.ga.us. You can access decisions of the Georgia courts through their website at www.gaappeals.us and www.gasupreme.us. You can also access information on landlord tenant law and other housing issues at www.legalaid-ga.org. Federal law requires a landlord to notify renters of lead paint and to avoid discrimination in housing. Federal law also governs the treatment of military service members and tenants

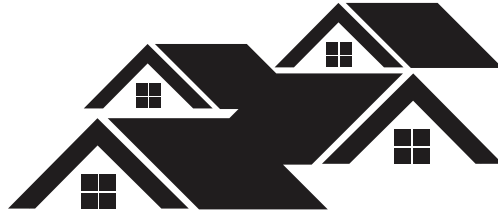
living in foreclosed properties. In addition to federal and state law, the management of residential rental property is regulated by local housing codes. Both landlords and tenants should contact their local county commission or city hall to find out if their community has a housing code and how it is enforced. Landlords and tenants who cannot resolve disputes between themselves are required to utilize their local court system for legal resolutions, which can prove to be costly for both tenants and landlords. To avoid most landlord / tenant disputes, it is important to know your role and responsibilities as a tenant as well as know the roles and responsibilities of your current and future landlords.

TRAINING MODULE TOPICS:

- Your Role As A Tenant:
- Your Rights As A Tenant:
- Your Landlord's Role
- Your Landlord's Rights:
- A Positive Landlord and Tenant Relationship

TRAINING MODULE DEFINITIONS

- Tenant: According to the Georgia Landlord and Tenant Handbook, a tenant is an individual or individuals who pay a specific amount of money (rent), usually via a written lease (contract) agreement and usually per month for the exclusive right to use the space and property for a defined period of time.



- Tenants are responsible for paying their agreed upon rent before or by the rent due date; maintaining the space and property being rented; reporting any damages to the space and property, whether caused by the tenant, their family or guest and visitors to the landlord, property owner or property manager; and complying with any and all other legal obligations as listed in the lease agreement and governing local, state and federal laws.
- Landlord / Property Owner / Property Manager : According to Wikipedia, a landlord is the owner of a house, apartment, condominium, land or real estate which is rented or leased to an individual or individuals, who is called a tenant (also a lessee or renter). The terms landlord, property owner and property manager have slight differences in meaning and are interchangeable in regards to their relationships with tenants.
- Landlords / Property Owners / Property Managers are responsible for keeping the unit in a safe and habitable condition, making repairs, selecting tenants, and collecting rent from tenants. Once a property is leased, the tenant has the right to use, occupy and enjoy the premises in accordance with the lease or rental agreement. A written lease, which clearly sets out the duties of both the landlord and

the tenant, provides the best protection for both parties. The actions of a landlord are controlled by the terms of the lease and applicable federal, state, and local law.

- Lease Agreement / Rental Agreement / Contract: According to Georgia Legal Aide, a lease agreement also known as a rental agreement is the contract between a landlord and a tenant. The lease sets forth the rights and responsibilities of both the landlord and the tenant. The lease allows the tenant to occupy and use space for a specific period of time. In return, the tenant generally pays a set rent. The lease may set forth other duties and responsibilities of the landlord and tenant. Once the parties sign the lease, both are bound by its terms. As a tenant, you should carefully read a lease before signing it.

Your Role As A Tenant:

- To abide by the legal requirements of your tenant and landlord lease agreement.
- To pay the tenant portion of your rent to your landlord before or on your due date.
- To pay the tenant portion of your utilities before or on your due date ensuring that there is no interruption in services, which may be a violation of your lease agreement.

- To maintain your rental property in a clean and safe manner.
- To abide by local, state and federal housing rules and laws.
- To cooperate with AH in inspections and reexaminations.
- To be accountable for your actions, household member's actions and lastly, the actions of your guests and visitors.

Your Rights As A Tenant:

- To be provided a clean, safe and housing-code-approved rental property. Also, your landlord is required to provide at least 1 smoke alarm for each floor in your rental unit.
- To privacy, unless for an emergency repair or scheduled maintenance request, your landlord should not visit or enter your rental property without providing you notice of at least 24 hours and approval.
- You have the right to have visitors and guests, as long as they're not creating a nuisance. Just be wary of having the same person over too many nights in a row; at some point, they could be considered an unauthorized tenant by your landlord. And, it certainly won't help matters if that person's having mail forwarded to your place.

Your Landlord's Role:

- Compliance with their AH Contract as well as compliance of the legal requirements contained in your tenant and landlord lease agreement.
- Perform normal landlord functions during the lease agreement term (e.g., upkeep of the grounds and buildings, on-going property maintenance, etc.)

Your Landlord's Rights:

- To receive your rental payment before or on its scheduled due date.
- To rent to you, the tenant who willfully abides by the legal requirements of the tenant and landlord lease agreement.
- To receive your maintenance requests, property damage and crime reports in accordance to your lease agreement.
- To receive the required written notice from you for lease agreement renewal requests in accordance with your lease agreement.
- To receive the required written notice from you for lease terminations in accordance with your lease agreement.

Section 1:

Knowing Your Role As A Tenant

Importance of Communication

Just as in any other relationship communication is very important with your landlord/property manager. There will be many times when you and your landlord will have to contact each other to discuss things, like the rent, maintenance issues, the lease, and even damage to the property. Often times we may find ourselves jumping to conclusions about the landlord's intentions or may not trust the landlord's promises to have something done. Keeping an open line of communication and maintaining contact with our landlord may help this situation. Open communication also diffuses the "us-them" relationship that sometimes characterize tenant-landlord interactions. This makes communication easier for all involved.

When communicating problems to your landlord, it's important to make fair and reasonable requests regarding the response time for repair concerns you report. As we know, landlords have obligations themselves and may not be able to address that particular problem as quickly as you would like. Another unreasonable and unfair request may be asking the landlord to waive a month of rent, or to allow you pay your rent late after a significant amount of time. Just like you the landlord has a mortgage/rent and other bills to pay, and often have families themselves. If you do not pay your rent or pay it

on time this puts their personal finances at considerable risk. This does not mean you cannot ask for help, but when asking for help keep these things in mind.

Be Accountable

Property owners like for their homes and apartments to be kept a certain way. When you are renting, it's very important to take care of the property as if it is your own. When you or a family member breaks or destroys something on the property, be willing to take ownership and report it to the landlord manager immediately. When you sign your lease, you are accepting the obligation to properly manage and care for the property. The goal should be to leave it as you found it.

Accountability involves recognizing when you have made a mistake and having the courage to admit it. Keep in mind that if you choose not to be accountable for what you did wrong, sooner or later you will have to deal with the consequences.

Take Responsibility

As a tenant it is your responsibility to meet the guidelines set forth by the property owner to maintain the quality of the property standards. To meet that responsibility, it is very important to read, understand, and follow the lease.

Read the Lease

A lease is an agreement between you and the property owner and serves as protection for both your rights and the rights of the owner. It's a legal document that allows you to occupy and use the space for a specified amount of time. In return, you as the tenant, pay a specified amount for rent. It is very important that you read the lease thoroughly to be aware of your rights and responsibilities as a tenant, as well as those of the property owner. If there is something in the lease that you do not understand have someone you trust to read it to you. Keep in mind that not all leases are the same. Although you may have previously rented and signed a lease it doesn't mean the same obligations will be listed in the current lease. There is no standard form for leases so they differ from property owner to property owner.

Security Deposit Refund

All security deposits are not refundable. As the tenant you want to make sure to make the security deposit refundable in the lease. Also, add the conditions on what constitutes a refundable security deposit. Make sure the language is very clear and concise. Remember, anything you agree to with the landlord should be documented in the lease before you sign it.

Understanding And Comply With The Terms Of Your Lease!

The lease details the responsibilities of the property owner. This includes providing a safe, livable space and agreeing

to make repairs when necessary. It also includes your responsibilities as a tenant. These include responsibilities such as paying rent on time and reporting damages and repairs. It serves as a legal agreement between you and the property owner and it can be used to settle any disputes between the two of you. This is why its important for you to understand and comply with the terms and conditions of the document. If the lease obligates you to live in a house or apartment for one year you are expected to do so. If you break that obligation, you may be legally penalized. For instance, moving out of a housing unit sooner than agreed upon could mean the loss of your security deposit. Again, adhere to the policies and guidelines set forth by the property owners in the lease to avoid any legal problems. Remember that the lease is a legal, binding agreement between you and the property owner. Because a property owner wants to break a lease is not a reason to do so! More about your rights as a tenant will be discussed later.

Don't sign the lease until you fully understand your responsibility and the landlord's responsibility! The lease contains important information and terms that you and the property owner must follow. Therefore, its important that you fully understand your obligations as a tenant and the property owner's obligations as a landlord before you sign it. If possible, try to get a copy of the lease before you sign it so that you can sit down and read it thoroughly. Keep in mind your signature on the lease binds you to the contract



and says that you fully understand the contents of the document. It also signifies that you will fully comply with everything in the lease!

- A tenant should never sign a lease before you have seen the unit/home you will be living in.

Like other legal documents, retain a copy of the lease for your files and place it in a safe place where you can locate it immediately if you need it. Once you sign the lease, you should be given a copy. If not, ask for one. If you should lose the original copy you can request another copy from the property owner in writing. The lease must be understood and followed by everyone in the household.

As the head of the household, it is your responsibility to be sure that all of your family members residing in the home understand their rights and responsibilities and what you have agreed to in the lease. It would be a good idea to go over the lease with all of the household members, including your children. Everyone in the household must be in compliance with the lease and guidelines of the AH!

Responsibilities for you and your family:

Take responsibility of the care of the housing or apartment unit; treat it as you would want someone to treat your property.

- Pay all the utility bills you are required to pay on time. Be sure to know what utilities you are responsible for paying. Your lease should point out which utilities you should pay. However, if it does not, ask the landlord what utilities you should pay and have the landlord put in the lease which utilities you, the tenant, will have to pay. If you do not have to pay separate utilities, ask that this be written in the lease as well.
- Its very important to stay current with your utilities. Make sure to pay the utility bills by the due date. If you cannot contact the utility company to make payment arrangements. Stick to the payment arrangements you make with the utility company. Failure to pay the bill by the arrangement date will lead to disconnection. Keep in mind that non-payment of utilities can lead to termination of your housing choice voucher.
- Report any housing damage to the owner immediately.

Exercise: On the lines below, write what you think are a few additional responsibilities for your household. _____

Understand the Expectations

As a housing choice participant, meeting guidelines to maintain the quality of the property you are renting is crucial! As a renter, there are certain expectations that the property owner has of you, just as you have certain expectations of the property owner.

Tenants are expected to:

- Maintain the property! This includes upkeep of the yard, cleaning the unit on a regular basis, fire extinguishers, smoke alarms, ground switch.
- Report any damage to the property immediately to the landlord or property manager.
- Pay the rent and the utilities that you are responsible for one time.
- Read the lease! Understand and abide by the conditions of the lease.
- Be courteous and keep the noise level to a minimum as to not disturb your neighbors.

Exercise: What are other expectations of you as a tenant?

Property owners are expected to:

- Maintain the housing unit by making necessary repairs in a timely manner.
- Collect the rent due by the family and enforce the terms of the lease.
- Comply with the terms of the housing assistance payments contract.
- Comply with the fair housing laws and not discriminate against any family.
- Screen clients who apply to determine if they will be good neighbors.

Landlord Responsibility

Keep in mind that the landlord has a responsibility to you when problems arise in the apartment or home. Once you contact your landlord, remember to allow him enough time to return your phone call before contacting AH to complain. A good rule of thumb is to seek to determine the severity of the problem.

Exercise: Of the items listed below what would you consider are considered minor or major?

- | | |
|-----------------------------|--|
| • Toilet or sink stopped up | • Door knob broken |
| • Broken window | • Door is off the hinge |
| • Electrical problems | • No running water |
| • Leaking roof | • Shower not working |
| • No hot water | • Problems with electrical control panel |



For minor problems you should allow 24-48 hours for the property owner to call back. For major problems then you should allow 24 hours for a call back. If you have not gotten a follow up from the landlord on major issues within 72 hours, you can contact AH regarding the problem.

Violations

The lease is a legal agreement between you and the property owner, not you and AH. However, non compliance of the lease contract could mean the loss of your housing choice voucher. Violating the lease can be something as minor as leaving the rental unit dirty when you move out or subleasing the unit.

Major violations:

- Subleasing or renting the unit out
- Being absent from the unit for more than 30 days without prior written consent from the property owner or the AH
- Not paying all the utility bills you are required to pay on time
- Stealing utilities like cable and electricity

Section 2: Knowing Your Rights As A Tenant

There may be some landlords who will not necessarily look out for the best interest of the tenant. That is why it is important to know your rights as a tenant. Georgia law can protect you from unethical practices by landlords.

Lease agreements

Leases are a long term written agreement. They must contain information such as the name of the all signatories, description of the rental property, the amount of rent, the

amount of the security deposit, any amenities that the tenant has access to, and all rules and regulations of the tenants in the building.

Security Deposits

Your landlord may require you to pay a security deposit to cover any possible damages created during your tenancy. This security deposit must be returned, minus any damages and an itemized list of such damages, within 30

days of the end of your lease. Your landlord may not make deductions from your security deposit for normal wear and tear on an apartment.

Move In Inspections

As a tenant it is your right to have a move in inspection. Prior to moving into the housing unit you and the landlord should walk through the home to identify any damages to the unit, appliances, and furniture. This will help you so that you are not charged for conditions that existed prior to you moving in. Request a copy of the move-in inspection checklist for your files and take pictures of the unit prior to moving in. This will be very helpful to you in the long run.

Maintenance

The landlord must maintain a building in compliance with Georgia state and local health and building codes. He must also make repairs to a building to keep the building up to code. Leases cannot require that the tenant, rather than the landlord, make all repairs. Landlords are not required to repair damages created by a tenant or their guests. Tenants should make maintenance requests in writing with a date on the letter and keep a copy for their own records.

Evictions

Landlords may only evict a tenant under the following three main circumstances:

- Failure to pay rent
- Not vacating the premises at the end of a lease
- Breaking the rules outlined in the lease that explicitly states will cause the renter to be evicted

Landlords cannot evict renters personally, however, they must get a court order to evict. If you fail to pay rent the day it is due, but can pay it up to seven days later, Georgia law requires that your landlord accept at lease one such late payment per year.

Change Of Ownership

When change of ownership occurs, it can be a very stressful time for the tenant; particularly if the tenant doesn't know what to expect from the new owners. This is why it's important for you to know your rights when there is a new owner of the property you are leasing. Generally, a person who buys rental property does so subject to any existing lease with current tenants. This means that the new owner, who purchased your rental property must abide by your lease terms. If the new owner wishes to make changes of modifications to the existing lease it must be done in accordance with the terms of the existing lease.

Unless the existing lease contains language allowing the owner to terminate or modify the lease, it may not be changed prior to its expiration. If you want to remain a



tenant under your lease, you should notify the new owner in writing that you expect him to honor your current lease. The tenant can consider a new lease as a new tenancy and agree to the terms and conditions by signing the new lease. If the new lease is accepted and signed, this new lease will create a new relationship between the landlord and the tenant. When a property is purchased at a foreclosure sale the rules maybe different (Georgia Landlord Tenant Handbook, 2012).

Tenants and foreclosures

There is a new federal law that offers protection to tenants in foreclosed properties. To qualify for the help:

- You must be a renter
- Rent must be close to fair market value, unless getting Federal, State or local subsidy
- Property has to have been foreclosed on or after 5/20/2009

What does this new law mean for Section 8 tenants?

- The buyer of the property must give a 90-day notice to vacate, if they plan on living in the unit.
- The tenant is only required to pay the rent you were paying prior to the foreclosure.
- The landlord should contact the Public Housing

Authority to receive housing assistance payments for the Housing Authority.

- If the new buyer does not want to move in the unit, they are required to accept the lease between you and the former owner.
- The owner is also required to accept the housing assistance payments from the Public Housing Authority.

Additional Resources:

Free or reduced cost legal assistance for low income persons is available though either the Atlanta Legal Aid Society, www.atlantalegalaid.org or the Georgia Legal Services program, www.glsp.org. Legal information on a variety of topics, including landlord tenant law and can be found at www.legalaid-ga.org.

For more information on tenant and landlord rights, please review the Georgia Landlord Tenant Handbook Frequently Asked Questions at www.dca.ga.gov. You can download a copy or request a copy be mailed to you (georgialegalaid.org, n.d.)

The Fair Housing Act

The major federal fair housing law is the Fair Housing Act Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in the sale, rental, and financing

KNOWING YOUR RIGHTS AS A TENANT

of dwellings, and in other housing related transactions, based on race, color, nations origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant woman, and people securing custody of children under the age of 18), handicap or disability.

The Georgia Fair Housing Act; Fair Housing: It's the law!

The Georgia Fair Housing Act prohibits discrimination in housing and housing related activities because of a person's:

- Race
- National Origin
- Religion
- Sex
- Disability or Handicap
- Familial status (children under 18)

The law was passed to ensure that the citizens of Georgia are able to compete for housing on a fair and equitable basis in keeping within their economic means.

What is prohibited?

Housing discrimination can occur in a variety of ways. Listed below are some housing practices that are considered illegal if they are based on a home seekers race, color, national origin, sex, religion, familial status, or disability.

- Refusing to rent or sell a house.
- Falsely denying that a house is available for inspections, sale, or rent.

- Offering different terms, conditions, or privileges for certain people.
- Intimidating, interfering with, or coercing people to prevent them from buying or leasing a dwelling.
- Advertising or posting notices about indicates preference, limitation, or discrimination
- Discriminating against someone through financing or brokers services
- "Steering" of clients by real estate agents to or from certain neighborhood and of tenants by landlords to or from certain areas of the complex.

What do I do if my rights have been violated?

If you believe you fair housing rights have been violated you can write, fax or telephone the Georgia Commission on Equal Opportunity (GCEO) with your complaint. You have one year after an alleged violation to file a complaint, but you should file it as soon as possible.

*Georgia Commission on Equal Opportunity
2 Martin Luther King Jr. Drive, S.E.
Suite 1002 – West Tower
Atlanta, Georgia 30334*

*In Atlanta: 404-656-1736
All of Georgia: 800-473-OPEN
Fax: 404-656-4399
Se Habla Español*

What happens when GCEO is made aware of discriminatory practices?

- They will investigate the complaint.
- They will collect relevant facts and data and interview all parties involved and witnesses.
- They will assist both parties in reaching an agreement.

- They will make a determination based on the investigation findings.

Please Note: GCEO must remain neutral through-out the investigation and resolution process (Georgia Housing of Community Affairs, n.d.).

Section 3:

Knowing The Rights Of Your Landlord

A Landlords Rights

Just as a tenant has certain rights that landlords have to abide by, landlords also have rights tenants need to know and abide by. Georgia grants rights to landlords to protect their business interest. The following information that directly affects you as a tenant regarding your landlord's rights in the state of Georgia when it comes to the security deposit, rent, and eviction:

Security Deposit

There is no limit on how much a landlord can request for a security deposit; a landlord can charge whatever amount he chooses. A landlord has 30 days in which to return a security deposit to a tenant from the time of move-out. They also have a right to take out any fees for damage to the unit, utilities that were not paid, late fees and back rent.

Rent payments and increases

Landlords have the right to demand full payment of

rent when it is due according to the terms of the lease agreement. If a tenant pays their rent by check and the check is returned for insufficient funds, the landlord has the right to charge \$25 for return check fee and he can sue the person listed on the check for damages.

If a tenant is renting on a month-to-month basis, the landlord can increase the rent if he chooses with a 60-day notice. He does not have to give advance notice for rent increases if a tenant wants to renew a lease that is about to expire.

Eviction and lease termination

Landlords have a right to terminate a lease or a rental agreement if a tenant is in violation of the lease or rental agreement. Also, if a tenant does not move voluntarily after a lease or rental agreement has terminated, the landlord has a right to evict the tenant (source: ehow.com, n.d.)

Section 4:

Knowing how to develop a great relationship with your landlord

Here Are Some Basic Tips

Being able to develop and maintain a good relationship with your landlord can give you the ability to better handle issues as arise. Here are some suggestions to start to create a mutually agreeable relationship with your landlord:

- Pay your rent early if possible! If your landlord sees that you not only pay your rent on time but you pay it early, they make take that into consideration if you have to pay late when unforeseen issues arise.
- Be friendly! If possible, pay rent at the rental office to build a rapport with the office staff. Small talk goes a long way in building relationships.

- Be positive and respectful! Having a positive attitude and making positive comments will help to strengthen most relationships
- Avoid anger and hostility! Becoming hostile and angry with people only makes them more defensive. Try to settle disputes in calm and professional manner.
- Learn your landlords, property managers, office and maintenance staff names. This creates a personal bond with the individual.



Community Resources

Atlanta Legal Aid Society:

Downtown Office: 404-524-5811

Decatur Office: 404-377-0701

Cobb County Office: 770-528-2565

South Side Office: 404-669-0233

Gwinnett Office: 678-376-4545

www.atlantalegalaid.org

Atlanta Volunteer Lawyers Foundation

404-521-0790

www.avlf.org

Georgia Law Center for the Homeless

404-681-0680

www.galawcenter.org

Georgia Commission on Equal Opportunity

In Atlanta: 404-656-1736

All of Georgia: 800-473-OPEN

www.gceo.state.ga.us

Georgia Legal Services Program

Hotline 888-632-6332

www.glsp.org

Georgia Power

Residential Customer Service

888-660-5890

www.georgiapower.com

Scana Energy

877-467-2262

www.scanaenergy.com

Gas South

877-472-4932

www.gas-south.com

City of Atlanta Department of

Water Shed Management

404-658-6500

www.atlantawatershed.org

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MODULE 8

Homeownership and Single Family Living

MODULE 8

Contents

Section 1

Introduction.....	3
Setting Goals.....	3
S.M.A.R.T Goals	4

Section 2

Economic Independence	5
Household Budgeting and Personal Money Management	5
Creating a Budget and Saving Money.....	5
Banking Options.....	6
Renting Versus Owning.....	7
What is a Mortgage.....	8
Down Payment Assistance.....	8

Section 3

Credit Reporting and Credit Score	11
Why Lenders Use Credit Scores.....	12
Building a Credit Line.....	12
Maintaining and Repairing Credit.....	12

Section 4

Homelessness.....	13
Causes and Prevention of Homelessness	13

Section 5

Housekeeping and Home Maintenance	15
A Few Steps to Upkeep Your Living Space.....	15
Home Maintenance.....	16
Scheduled Maintenance.....	17
Conserving Energy	18

Resources	20
References.....	21

illustrations in this module are courtesy of: www.vecteezy.com

Section 1: Setting Goals

Introduction

Becoming independent adult requires planning, discipline, patience and determination. Being responsible for managing your income is a critical element in becoming financially independent. You will need to make a budget either for yourself or for your household, in order to safely and properly manage the household money and maintain it. When your employment is reliable and your self-management has prepared you, you might look into purchasing a home of your own. This will take a specific set of skills, all of which we discuss in this module. In this module you will also learn the benefits of financial independence through setting relevant and attainable goals for yourself and your family. You will leave this module feeling confident, accomplished and well equipped to face the challenges that you may encounter on your journey to financial independence and self-sufficiency. This module is divided into sections that cover a wide variety of topics that relate to economic independence, goal setting, homeless prevention, housekeeping and home maintenance, and others. It will serve as a good reference for you and your family.:

Setting Goals

The process of setting goals helps you choose where you want to go in life. It is important to set both short-term and long-term goals. Short-term goals can be defined as something you want to accomplish soon within a year or less. Long-term goals can be defined as something you want to accomplish in the future; goals you have planned to accomplish a year or more from setting the goal. SMART goals are very helpful to help you identify your goals and develop a plan towards accomplishing them.

By setting sharp, clearly defined goals, you can measure and take pride in the achievement of those goals, and you will see forward progress in what might previously have seemed a long pointless grind. You will also raise your self-confidence, as you recognize your own ability in achieving the goals that you have set.

Money Tip:



There are organizations that offer free one on one credit coaching to help you achieve your financial goals such as Operation HOPE, Inc.



SMART Goals

- S Specific.** – To make goals specific, they must state exactly what is expected, why is it important, who's involved, where is it going to happen and which attributes are important.
- M Measurable.** – To make goals measurable, they must include the need for concrete criteria for measuring progress toward the attainment of the goal. i.e. How much?, How long?, etc.
- A Attainable.** – To make the goals a stretch to achieve, but not extreme. That is, the goals are neither out of reach nor below standard performance. Forces you to also ask, not “Is it possible?” BUT, “How can I make it possible?”
- R Relevant.** – Speaks to the importance of choosing goals that matter. A Bank Manager's goal to “Make 50 peanut butter and jelly sandwiches by 2:00pm.” may be Specific, Measurable, Attainable, and Time-Bound, but lack Relevance.
- T Time Bound.** – This stresses the importance of grounding goals within a time frame or giving them a target date. A commitment to a deadline helps us focus our efforts on completion of the goal on or before the due date.

***Example:** I will establish an Emergency Fund of \$1000 by January 2019 by spending less money eating out and depositing \$40 dollars per pay period into a high interest savings account for the next 12 months.*



Activity

- Name one short-term goal: _____

- Name one long-term goal: _____

- Create a SMART goal: _____

Section 2:

Economic Independence

You can become economically independent without having a large amount of money. Properly managing the money you have and making it work for you is key to becoming economically independent. Learning how to be economically independent requires you to take control of your money including income, expenses and savings. It is important to set aside money for emergencies. The best way to start is to save a little at a time.

Household Budgeting and Personal Money Management

- Explore ways to stretch your paycheck: trim your grocery bill (use coupons and utilize community gardens), adjust your cell phone bill, switch your TV package and rein in your eating out.
- Don't buy things you don't need! It is easy to just buy things you think you are missing out on. Determine what your family needs versus your wants. Get into the habit of asking if it's a need or a want. If your response

Money Tip:



Companies are making it easier to invest in the stock market by allowing customers to purchase fractional shares of stocks with as little as \$5, making it possible for anyone to own their favorite brand stocks (i.e. Stockpile, Acorns, etc.)

is “I want it, he wants it, she wants, or they want it”, more than likely you don't need it!

- Start saving today, every amount counts! It can be tough, but saving \$5 to \$20 dollars a month can make a significant impact for your financial future. Increase the amount you save each month over time.
- Pay down or pay off all of your debt! Paying off debt or even making on time payments is crucial to becoming financially independent. Financial independences will give you more freedom to buy things that you and your family “need & want”!

Creating a Budget and Saving Money

Even though a budget is an essential tool for managing your finances, many people still think it is not for them. Many people are hesitant to create a budget because of the misconception that a budget does not work. A budget is an estimate of income and expenses over a specific future period of time. A budget can be made and used by an individual, a family, a group of people, a business, a government, a country, a multinational organization or just about anything else that makes and spends money. You do not have to make a certain amount of money to create a budget that works. A budget is simply a tool that tells you where your money is going.

Banking Options

Aspects	Banks	Credit Unions
Rates	For-profit	Not-for-profit
Rates and fees	Usually lower interest usually higher interest	rates, higher fees rates, lower fees
Deposit insurance	FDIC insures up to \$250,000 per account	NCUA insures up to \$250,000 per account
Customer service	Personal interactions less of a priority	Local and personal engagement emphasized
Physical locations	National banks have many more branches; regional ones, not quite as many	Fewer branches than banks, but may share branches via a network
Technology	Often quicker to roll out new apps and other tech	Generally lag in new technology

In order to effectively save you will need to set aside money on a regular basis, preferably from every paycheck. You must spend less than you earn and reduce your debt. These few tactics are the real key to gaining control of your finances. The importance of saving money to build a reserve fund is not only for emergencies but future investments and large purchases.

Money Tip:



Setting up a separate savings account from your primary bank can help you save more. The site www.mybanktracker.com can help you find the best account for you.



Financial Quiz • True or False

Circle your best answer below.:

- A debit card is the same as a credit card.
True or False
- Your money is safe in a bank, even if it is robbed or catches on fire.
True or False
- You need a lot of money to have a savings account.
True or False
- Having a budget only helps if you have a lot of money.
True or False

Banking Options

- Carefully choose your bank or credit union (look for things like free checking, way2save options, no minimum balance requirements and maintenance fees).
- You can search for banking options online or go into the actual branch.

Step 1: Review bank statements

- Review last 3 – 6 months bank statements
- Calculate the totals for each budget category including monthly bills, entertainment and miscellaneous expenses and obtain a the average for the time period
- Identify areas you are spending too much money

Step 2: Create a budget plan using real numbers

- Use the numbers from the previous step to create your new budget numbers
- Reduce the budget numbers where you found that you are spending too much

Step 3: Revisit budget every pay period

- Creating a budget that is going to work for you and your family is not a one-time thing.

- Revisit your budget weekly, biweekly or monthly basis to help you stay on track

Step 4: Don't give up!

Renting versus Owning

Factors to consider when owning

- Creating a legacy for your family
- Tax benefits – deduct mortgage interest
- Rising rent prices could make mortgage payments lower than monthly rent
- Long-term commitment
- You are responsible for household maintenance costs
- Down payment and closing cost to purchase a home can be costly.

Money Tip:



Buying a home is more becoming more affordable through down payment assistance programs

Factors to consider when renting:

- Less Commitment
- Fewer expenses (i.e. maintenance & property tax).
- Must provide security deposit and two months worth of rent
- Rising rent prices

What is a mortgage?

A **mortgage** is a loan used to finance the purchase of real estate. The real estate is used as collateral, which gives the lender a right to take possession of the property if the borrower fails to pay off the loan.

- You can get a conventional mortgage with either a fixed rate or an adjustable rate. The type you chose will play a big role in the amount and affordability of your monthly payment.
 - **Fixed rate** – Interest rate remains the same for the life of the loan
 - **Adjustable rate** – low interest rate for introductory period. After this period the interest rate adjust upward or downward based on the movement in the market.
- You can get a government mortgage, which includes the Federal Housing Administration (FHA) fixed, and

adjustable rate mortgage loans and the Department of Veteran Affairs (VA) fixed rate loans. FHA loans are designed to meet the needs of homebuyers with low to moderate incomes and VA loans guarantee mortgages for qualified veterans and active duty military personnel and their spouses.

Down Payment Assistance

Buying a home is a big investment and sometimes you may need a little help to get into a home.

Atlanta Housing Homeownership Down Payment Assistance Program

Atlanta Housing's Homeownership Program (Down Payment Assistance) has one mission - to increase homeownership opportunities for low-to-moderate income first-time homebuyers through community development support, partnerships, outreach initiatives, homebuyer education and subsidy assistance.

Eligibility Requirements:

The Home Buyer must not have owned a home within the last three years.

- The home being purchased must be owner-occupied and home buyer's primary residence.
- The Home Buyer must contribute not less than \$1,500 of their own funds toward the transaction.

ECONOMIC INDEPENDENCE

- The Home Buyer's income (individually or combined) cannot exceed 80% of the Area Median Income (AMI) published by the U.S. Department of HUD and subject to change without notice.
- The Home Buyer cannot own any other property at the time of closing.
- Properties purchase may be single-family detached, condominiums, and/or townhomes.
- The Home Buyer must qualify and be approved for a 30-year fixed rate Conventional, FHA or VA loan.
- The lender must submit their approved loan package to Atlanta Housing for review /approval for any subsidy assistance.
- The person or persons signing the note and mortgage are required to complete not less than eight (8)-hours of a homebuyer education and foreclosure prevention classes; and provide proof of completion to Atlanta Housing prior to loan closing.
- The Home Buyer's liquid assets cannot exceed \$10,000.
- Subsidy assistance may be up to \$20,000 for first-time home buyers; and up to \$25,000 for first-time home

buyers who are professionals or para-professionals in health, public safety, education, a veteran, and/or Section 8.

- Atlanta Housing will record a subordinate lien on the property, and the loan is forgivable after ten years.
- Atlanta Housing DPA can be used in conjunction with down payment assistance funding from other sources or agencies and reserves the right to adjust its subsidy if other sources are also used.
- The property being purchased must be within the City of Atlanta geographical boundaries.
- The maximum sales/ purchase price cannot exceed \$250,000.

For more information, contact:

Homeownership Programs

404-685-4346

*Neighborhood Assistance Corporation
of America (NACA)*

- No down payment
- No closing cost
- No fees
- No requirement for perfect credit
- And at a below market interest rate

Atlanta Neighborhood Development Partnership

- Offer grants up to \$30,000 for down payment assistance

Invest Atlanta

- Offer up to \$20,000 for down payment and/or closing cost
- Offer up to \$25,000 for down payment and/or closing cost for police officers

Georgia Dream

- Offer \$5,000 for all eligible buyers
- Offer \$7,500 to public protectors, educators, healthcare providers, active military or people living with a disability
- Offer \$15,000 for the following counties: Fulton, DeKalb, Paulding, Clayton, Muscogee, Douglas, Gwinnett, Chatham, Henry and Bibb



Activity “3 Things”

- Write out 3 things you can put into practice to save money:

1. _____
2. _____
3. _____

- Name 3 benefits of owning:

1. _____
2. _____
3. _____

- Name 3 benefits of renting:

1. _____
2. _____
3. _____

Section 3:

Credit Reporting and Credit Score

Understanding Your Credit Report & Improving Your Credit Score

When you are thinking about buying your own home, it's important to understand how credit and credit scores affect your purchasing power. A credit score is a number lenders use to help them decide how likely it is that they will be repaid on time if they give a person a loan. Your personal credit score is built on your credit history. Fair Isaac Corporation (FICO) is a leading analytics software company, helping business in 90+ countries make better decision that drive higher levels of growth, profitability and customer satisfaction.

The company's groundbreaking use of Big Data and mathematical algorithms to predict consumer behavior has transformed entire industries. Your FICO score ranges from 300 to 850. A decent credit score is essential for your financial well being because the higher it is, the less of a credit risk you are.

The elements from your credit report that shape your credit scores are called credit score factors:

- Payment History
- Debt Utilization (Credit Card Usage)
- Length of Credit History
- Account Diversity
- New Credit

Debt Utilization Tips

- Keep balances low on credit cards and other "revolving credit".
- Pay off debt rather than moving it around.
- Don't close unused credit cards as a short-term strategy to raise your scores.
- Don't open a number of new credit cards that you don't need, just to increase your available credit.

Payment History

- Pay your bills on time.
- If you have missed payments, get and stay current.
- Be aware that paying off a collection account will not remove it from your credit report.
- If you are having trouble making ends meet, contact your creditors or see a legitimate credit counselor.

Account Diversity Tips

- Do your rate shopping for a given loan within a focused period of time.
- Re-establish your credit history if you have had problems.
- Note that it's OK to request and check your credit report.

Length of Credit History Tips

- If you have been managing credit for a short time, don't open a lot of new accounts too rapidly.
- New accounts will lower your average account age, which will have a larger effect on your scores if you don't have a lot of other credit information. Also, rapid account buildup can look risky if you are a new credit user.



New Credit Tips

- Apply for and open new credit accounts only as needed.
- Have credit card – but manage them responsibly.
- Note that closing an account doesn't make it go away.

Why Lenders Use Credit Scores

Credit scores help lenders assess risk more fairly:

- Credit scores are consistent and objective
- They reflect only your likelihood to repay debt responsibly based on your past credit history and current credit status
- Your credit score does not include: income, your assets, interest rates on current loans, if you are working with a financial counselor, marital status and demographics.

The three major credit bureaus are Transunion, Equifax and Experian. You can obtain one free credit report per year by going to each of the credit bureaus website or by inquiring about your credit report at www.annualcreditreport.com.

Building a Credit Line

Having a good credit history is often important, not only when applying for credit cards, but also when applying for things such as loans, rental applications, or even some jobs. Use your credit card wisely and make payments on

time and in full each month. This will help you build a good credit history.

Maintaining And Repairing Credit

There is a multitude of credit building resources. A free resource is mint.com where you can store your personal financial information and link the site to your bank accounts. Mint can give you resources on how to get out of debt, start paying your bills on time and rebuilding your credit if you have fallen on financial hardship. Credit Karma offers free credit scores, reports and insights. Credit Karma can provide the information you need to take control of your credit. Lastly, Operation HOPE, Inc. offers credit-coaching sessions to help clients create a budget, reduce debt, increase savings and increase credit score.

Conclusion

Anyone can be economically independent with a little hard work and discipline. The good news you have the opportunity to start right now. The financial mistakes you made in the past are in the past. Sometimes we stand in our own way, blocking our opportunities to move ahead. Becoming economically independent does take time, you to have start by changing your mindset about your finances and start making small changes that will put you closer to your goal. You Can Do It!

Section 4:

Homeless Prevention

Homelessness is a very undesirable condition, both for the people it affects and for society in general. Homelessness is not a single problem nor does it affect people in the same way. It's a widespread and very serious issue that affects a diverse population and is highly concentrated in major cities.

Causes & Prevention of Homelessness

One cannot pinpoint the exact cause of homelessness because every individual has different experiences. However, personal situations like unemployment and/or underemployment, mental illness, substance abuse, and family violence can often times leave people vulnerable to losing their home.

Inadequate Income:

Often times a homeless person doesn't make enough money to pay rent, which could have caused them to lose their home in the first place. Declining wages have put housing out of reach for many workers.

Prevention – with limited income you will need to manage your money very carefully. It is very important to create and follow a budget. This will allow you to see how much money you make and how much money is needed to maintain your home.

Mental Illness:

Some homeless people have mental illnesses that prevent them from being able to maintain a job or stable lifestyle. This would in turn prevent them from managing a home or apartment properly. Many are unable to afford basic doctor's visits so their mental illness often goes untreated.

Prevention – Supported housing programs offer services such as mental health treatment, physical health care, education and employment opportunities, peer support, and daily living and money management skills training. Housing programs also offer a variety of flexible treatment options and services to help people reintegrate into their communities. Homeless people with mental illnesses are more likely to recover and achieve residential stability if they have access to supported housing programs. If you would like more information on services that support mental health and wellness, please contact Atlanta Housing's Human Development Services Department at 404-685-4344

Substance abuse:

Addictions and substance abuse can play a big role in homelessness by disrupting relationships with family and friends. Without access to affordable treatment services, many low-income people suffering from addiction are unable to keep their jobs, and as a consequence lose their homes.

Prevention – For many homeless people, survival is more important than personal growth and development, and finding food and shelter take a higher priority than drug counseling. Providing stable housing during and after treatment decreases the risk of the homeless from using drugs again. Social support networks help reconnect with family and friends for motivation and stability.

Family Violence:

Family violence often times has a profound impact on homelessness. Often times domestic violence victims rely on the abuser’s income. They are often forced to choose between abusive relationships and homelessness.

Prevention – Having a good support system that includes family, friends, and even co-workers can be a great way to prevent homelessness due to domestic violence. There are many shelters that are available to victims of domestic violence for women and children.

Additional Prevention – There are many organizations throughout the city that assist with preventing homelessness. Organizations such as The Georgia Alliance to End Homelessness, Georgia Law Center for the Homeless, and Covenant House Georgia, provide services to help prevent homelessness, services include case management, employment services, housing & placement assistance, mental health and substance abuse services, adult education, childcare, and financial assistance.



Activity

What are some ways you can get involved in your community to prevent homelessness?

As an individual you can also volunteer your services to help fight homelessness by volunteering at rescue missions and by raising money to fund food pantries. You can contact United Way at 411 for additional help or information.

Section 5:

Housekeeping and Home Maintenance

Keeping your surroundings nice is something you do for yourself, not something other people make you do. Having a neat, clean home should be a matter of pride for you the homeowner. There is no secret to keeping a cleaner house. Keeping a clean home means understanding that everything has a home, meaning everything should go in its proper place! Make sure that your house is tidy enough that if someone knocks on the door mid-day, you don't have to be embarrassed! Every family should chip in to help clean the house, no matter their schedule. After all, everyone adds to the workload, and they should at the very least pick up after themselves. Use the following ways for you and your family to maintain a safe and clean household.

A Few Steps to Upkeep Your Living Space:

Be organized!

Organize your cleaning supplies so that you can find what you need without wasting a lot of time. Clean visible spills, eliminate bad smells with deodorizers like air freshener or scented candles. Keep the bathrooms clean and stock with toiletries like soaps, toilet paper and paper towels.

Create a Schedule!

To keep a house clean, there are a variety of activities that you

must do on a regular basis, such as vacuuming, dusting, cleaning the floors and washing the windows. It is easy to forget what chores you must do each day if you do not keep track your cleaning activities. Use a calendar that has boxes where you can write in the day's cleaning tasks to create a schedule of daily and weekly chores. Begin by writing down all the activities that you do on a daily basis and those that are done weekly or monthly. Determine how much time each chore requires so you can plan your days.

Clean As You Go!

To save time and effort, clean up messes as they occur instead of giving them time to dry, which typically makes them more difficult to remove. As you work in the kitchen, rinse bowls, utensils, pots and pans as you go and place them in the dishwasher so food debris and liquids do not build up on the surface. Wipe up spills on countertops, tables or inside the refrigerator as soon as you notice them. Keep a hand towel beside the bathroom sink so drips from toothbrushes, shaving cream and other toiletry items can be wiped away as soon as they occur.

Everyone in the home needs to pitch in!

Fairness is of the utmost importance to kids, especially when it comes to household

chores and responsibilities. Designate one room for each family member to clean each week, and to keep it fair, regularly rotate the rooms to others. Have those toddlers but away those toys!

Teach everyone old enough how to operate major appliances. For instance, it would be helpful for teenagers

and all adults in the home to know how to use the dishwasher and washing machine. Teach them to properly load the machines and choose the correct settings.

Home Maintenance

Home maintenance includes regular, seasonal and one-time tasks. Establishing a maintenance schedule is the best way to manage your maintenance budget. Home maintenance, repair, and improvement can be an ongoing challenge to most homeowners. As a homeowner, you have normal maintenance responsibilities for your new home. Your basic set of hand tools for most small home repair and maintenance tasks should include the following:

- Flashlight and batteries
- Flat-head & Phillips-head screwdrivers
- Work gloves and safety goggles
- Tape and Tape measure
- Pliers
- Nails, screws, and bolts

Home Exterior

Some activities such as mowing the lawn, raking leaves, and picking up litter should be done as frequently as needed in order to keep your property attractive. All grass, shrubs and trees will require care and maintenance. Immediately upon taking possession of the home it becomes the homeowner’s responsibility to maintain the exterior of the home!



Activity

What are some ways your young children can help around the home to maintain the home?

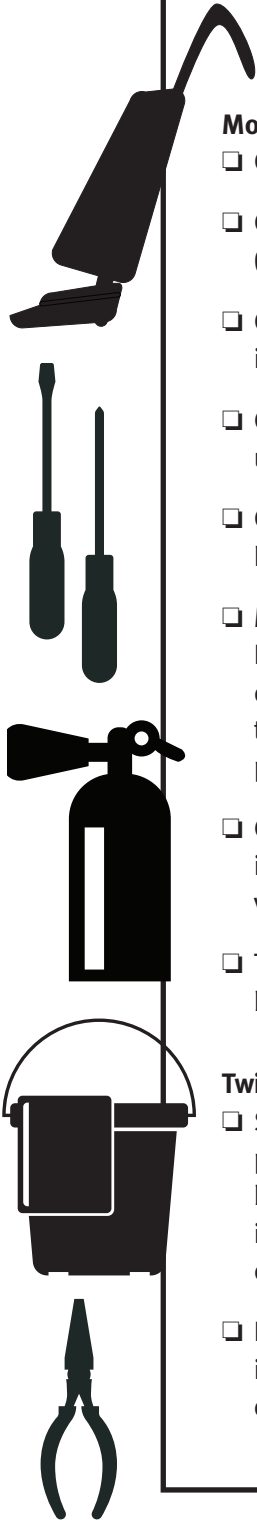
1. _____

2. _____

3. _____

4. _____

5. _____



Scheduled Maintenance:

Monthly Maintenance:

- ☐ Check fire extinguishers for proper charge
- ☐ Check Ground Fault Circuit Interrupter (GFCI) to insure proper protection
- ☐ Clean garbage disposal blades by grinding ice cubes with hot water
- ☐ Check for evidence of leaks around toilets, under sinks and around dishwasher
- ☐ Clean and freshen sink drains by flushing hot water and baking soda
- ☐ Monitor and maintain floor coverings. Regular vacuuming will reduce wear of carpets and other floor coverings. Repair tears and remove stains as soon as possible
- ☐ Clean out lint and any other obstructions inside dryer vent to prevent clogging of vent
- ☐ Take Steps to prevent mold on a regular basis
- ☐ Inspect and clean gutters and downspouts. If applicable, check and clean rain drain catch basin filter
- ☐ Inspect outside of home and condition of siding, paint and wood trim
- ☐ Inspect doors and windows for proper operation and weather-resistance. Clean tracks of windows and sliding glass doors before applying a clear silicone lubricant
- ☐ Inspect main service panel, circuit breakers, and all GFCI (Ground Fault Circuit Interrupter) outlets
- ☐ Complete seasonal maintenance on heating and air conditioning by a licensed HVAC contractor

Annual Maintenance:

Twice-a-Year Maintenance:

- ☐ Smoke Detectors – Check operation by pushing test button. Check and replace battery if necessary. A good rule of thumb is to test the batteries each time you change the clock one hour
- ☐ Inspect roof for broken or missing shingles, identifying anything that might cause leaks or problems
- ☐ Inspect and replace caulking and grout around tubs, showers, and sinks as needed and other applicable areas, including external caulking
- ☐ Schedule professional inspection of major appliances especially if fueled by natural gas
- ☐ Visually inspect your hot water heater for any signs of rust or deterioration
- ☐ Have a professional inspect your septic tank
- ☐ Review your Homeowner Use and Maintenance Guidelines

Conserving Energy

Look for ways to make your home more energy efficient. Check your appliances for energy efficiency, make sure your home has an energy-efficient heating and air-conditioning system, check the temperature on your water heater and thermostat to make sure it is where you want it, install energy-efficient light bulbs, and check the air filter to see if it needs replacement, keep air ducts clear and check the home's insulation for efficiency. There are many different ways to prepare your home for the changing seasons. Here are a few tips to follow:

- Set thermostats at 78°F in the summer and 68°F in the winter. Expect an increase in energy use for every degree you set the thermostat lower in the summer and higher in the winter.
- Replace or clean your air filter at least twice a year during the heating and cooling season.
- Check refrigerators and freezers for significant energy loss. Make sure they are as full as possible and that the seals are in good condition.
- Seal your windows caulk and weather-stripping around your windows.

- Use heavy-duty plastic to cover patio doors and windows during winter months to help keep cold air from seeping through (always monitor children for their safety when using plastic to cover doors and windows).

Healthful Tip: Condensation on surfaces inside your home is a sign of high humidity. If you notice condensation, wipe it up and take steps to reduce the humidity level in your home. You can use a humidifier to reduce the humidity level in your home (operate it in accordance with the manufacturer's instructions and clean it as recommended in the manufacturer's literature). If condensation develops, turn the humidifier down or off.



Activity

Name three other ways to make your home energy efficient:

1. _____

2. _____

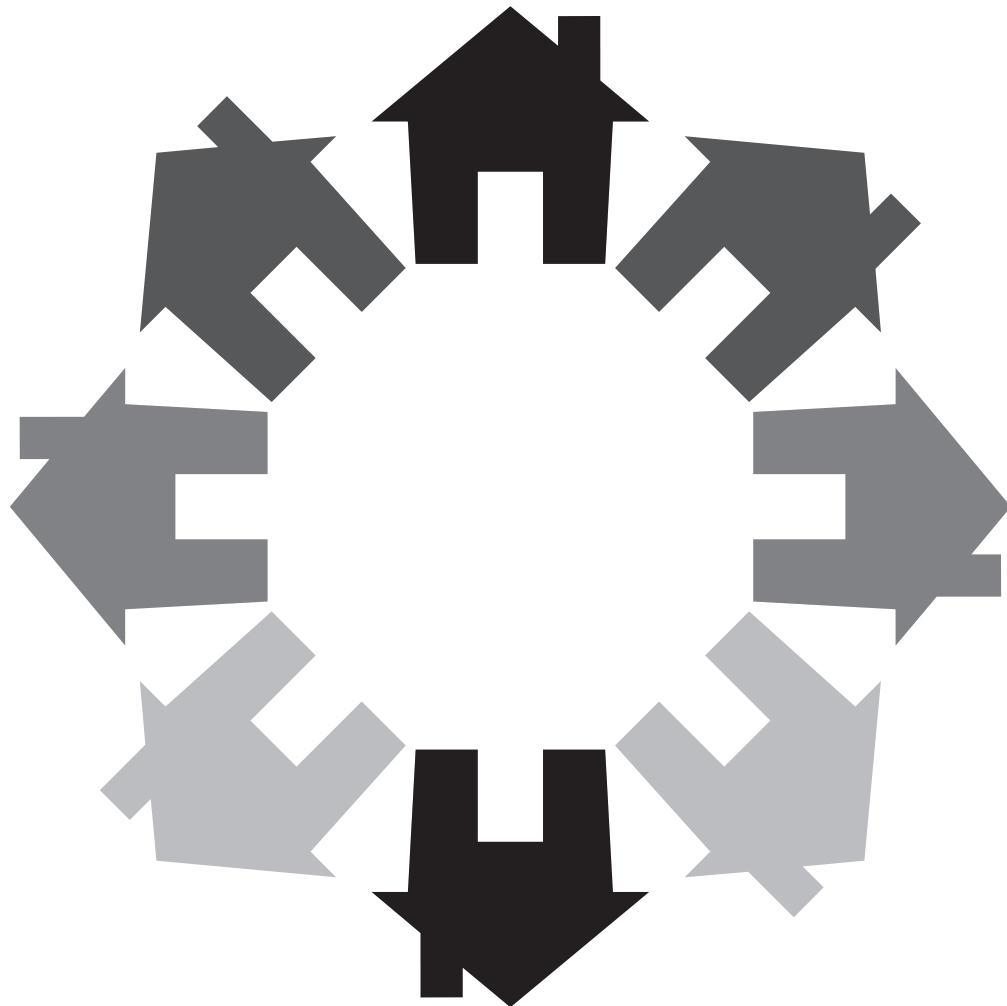
3. _____

HOUSEKEEPING AND HOME MAINTENANCE

Housing Code Enforcement

The housing code and its related enforcement are designed with you and your neighbors in mind. Its purpose is to support your neighborhood in the process of creating and maintaining a healthy and thriving community. The housing code protects you! Properties are inspected for violations such as: decayed/ damaged leaking roofs, holes in flooring (both inside and out), broken window glass, flaking/peeling paint, units not supplied with

water or adequate heat, rodent infestation or unsanitary conditions, overgrown, littered vacant lots, junk/ inoperative vehicles, graffiti, electrical hazards, open and vacant structures, dilapidated buildings, and numerous other deficiencies which render properties substandard, or unsafe to its occupants or the general public. If you see violations in your home or community, contact the Bureau of Code Compliance (404) 330-6131.



Resources

Credit and Budgeting

www1.myfico.com/home

www.consumerfinance.gov

www.operationhope.org

www.investopedia.com

www.mybanktracker.com/savings

www.covtrustblog.com

www.mint.com

Stocks

www.stockpile.com

www.stashinvest.com

www.acorns.com

www.capitaloneinvesting.com/a/main

Homeownership Assistance

Atlanta Housing Homeownership Programs
230 John Wesley Dobbs Ave., Atlanta, GA 30303-2429
404-685-4346
www.atlantahousing.org

Homeownership Assistance
Neighborhood Assistance Corporation of America
160 Clairemont Ave #350, Decatur, GA 30030
www.naca.com
404-377-4545

Invest Atlanta
133 Peachtree St NE #2900, Atlanta, GA 30303
www.investatlanta.com
404-880-4100

Georgia Dream
60 Executive Park South, NE Atlanta, GA 30329
www.dca.ga.gov/GeorgiaDream
404-679-4940

Atlanta Neighborhood Development Partnership, Inc.
229 Peachtree Street NE, Ste 705 Atlanta, GA 30303
404-522-2637
www.andphomes.org

Homelessness

The Georgia Alliance to End Homelessness
2655 Dallas Highway, Suite 610, Marietta, GA 30064
770-575-5785
www.gahomeless.org

Fulton County Homeless Continuum Of Care(CoC)
404-613-0416

Gateway Center
275 Pryor St SW, Atlanta, GA 30303
404-215-6600
www.gatewayctr.org

Atlanta Center for Self Sufficiency
460 Edgewood Ave SE, Atlanta, GA 30312
404-874-8001
www.atlantacss.org

Georgia Law Center for the Homeless
One Park Tower, 34 Peachtree St NW #750, Atlanta, GA 30303
404-681-0680
www.galawcenter.org

Covenant House Georgia
1559 Johnson Road NW, Atlanta, GA 30318
404-589-0163

Home Maintenance and Energy Conservation

www.hgtv.com

www.homedepot.com

www.lowes.com

www.georgiapower.com

www.georgianaturalgas.com

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www.nerdwallet.com/blog/banking/credit-unions-vs-banks

www.creditcards.com/credit-card-news/7-things-wont-impact-credit-score-1270.php

www.kiplinger.com/article/saving/To50-Cooo-Soo2-stretch-your-paycheck.html

www.kathiegannon.com/tl_files/documents/Community%20Gardens.pdf

Good Neighbor Program Manual (2013) 4th Edition. Preparing for Self-Sufficiency, Homeownership & Single Family Living

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MODULE 9

Civic Responsibility & Community Engagement

MODULE 9

Contents

Section 1

Understanding Your Government.....	3
How the U.S. Government Is Organized	3
Executive Branch	4
Judicial Branch	4
How the State of Georgia Government Is Organized.....	5
How Local Government Is Organized: City, County, and Schools.....	7
City of Atlanta.....	9

Section 2

Defining Civic Responsibility.....	12
Why Is Civic Responsibility Important?.....	12
How Can I Be Civically Responsible - Voting.....	13
What Else Can I Do To Show My Civic Responsibility?.....	16

Section 3

Understanding Community Engagement	18
How Can I Get Involved?	18
Volunteering With A Purpose	19
Community Resources	22

Section 1:

Understanding Your Government

Throughout this module, you will be introduced to information that will encourage you and your family to get to know the United States Government structure from the federal, state, county and local level. Along the way, you will learn key terms and understanding of how government functions on your behalf. You will also gain an awareness on how to focus on being actively engaged in civic responsibility. You will learn how you and your family can engage in your community. Thereby, gaining a greater sense of awareness of how to make a mark on the decisions that affect you most as you work, live and engage in your community and society as a whole.

How the U.S. Government Is Organized

The *Constitution of the United States (U.S.)* is a document of laws that was developed to guarantee the basic rights of all citizens and to unite the states of America even with differing interests, laws, and cultures. The *United States Federal Government* applies the laws of the Constitution as a system of checks and balances or a process of keeping power equal. The federal government is divided into three branches to ensure a central government in which no individual or group gains too much control:

- **Legislative Branch** – Makes laws (Congress)
- **Executive Branch** – Carries out laws (President, Vice President, Cabinet)
- **Judicial Branch** – Evaluates laws (Supreme Court and other courts)

Legislative Branch

The *Legislative Branch* passes legislation (or law), confirms or rejects Presidential appointments, and has the authority to declare war.

This branch includes *Congress* (the Senate and House of Representatives) and several agencies that provide support services to Congress. American citizens have the right to vote for Senators and Representatives through free, confidential ballots. We will discuss this process a little later in the module.

Key roles of the legislative branch include:

Senate – There are two elected *Senators* per state, totaling 100 Senators. A Senate term is six years and there is no limit to the number of terms an individual can serve. The Senate represents each state equally.

House of Representatives – There are 435 elected *Representatives* for the House. The House of Representatives is divided among the 50 states based on the total state population (IE: Georgia has 14 representatives). There are additional non-voting delegates who represent the District of Columbia and the territories. A Representative serves a two-year term, and there is no limit to the number of terms an individual can serve. Slightly differing from the Senate, the House of Representatives represents the people of each state,

not just the state by itself. The House makes and passes federal laws.



Committees and Subcommittees – The

House uses committees and their subcommittees for a variety of purposes. For instance, they review bills and the oversight of the executive branch. The entire House formally decides who the committee members will be, but the choice of members is made by the political parties (Democrats, Republicans, Libertarians, etc.).

Executive Branch

The *Executive Branch* carries out and enforces laws. It includes the President, Vice President, the Cabinet, executive departments, independent agencies, and other boards, commissions, and committees.

American citizens have the right to vote for the President and Vice President through free, confidential ballots.

Key roles of the executive branch include:

President – The President leads the country. He/she is the head of state, leader of the federal government, and

Commander in Chief of the United States Armed Forces. The President serves a four-year term and can be elected no more than two times (total of eight years).

Vice President – The *Vice President* supports the President. If the President is unable to serve, the Vice President becomes President. The Vice President can be elected and serve an unlimited number of four-year

terms as Vice President, even under a different president.

The Cabinet – 15 *Cabinet members* serve as advisors to the President. They include the Vice President and the heads of executive departments. Cabinet members are nominated by the President and must be approved by the Senate (with at least 51 votes).

Judicial Branch

The *Judicial Branch* breaks down the meaning of laws, applies laws to individual cases, and decides if laws violate the Constitution. It's made up of the Supreme Court and other federal courts.

TERMS TO KNOW:

- ☐ U.S. Federal Government
- ☐ Constitution
- ☐ Checks & Balances
- ☐ Legislative Branch
- ☐ Executive Branch
- ☐ Judicial Branch
- ☐ President
- ☐ Vice President
- ☐ The Cabinet
- ☐ Congress
- ☐ Supreme Court
- ☐ Justices
- ☐ Senate
- ☐ House of Representatives





Key roles of the judicial branch include:

Supreme Court – The *Supreme Court* is the highest court in the United States.

The Justices of the Supreme Court are nominated by the President and must be approved by the Senate. The court is made up of nine members — a Chief Justice and eight Associate Justices. There is no fixed term for Justices. They serve until their death, retirement, or removal in exceptional circumstances.

Other federal courts – The Constitution grants Congress the authority to establish other federal courts.

For more information on the U.S. Federal Government, please visit your resource page at the end of this module.

How the State of Georgia Government Is Organized

The State of Georgia's government resembles the same model and structure of government as the U.S. Federal Government. Just like the federal government, Georgia's government has an executive, legislative, and judicial branch. It also has various independent agencies, committees, and commissions of special interests. Let us take a moment to compare the two forms of government and see how they differ.

TERMS TO KNOW:

- ☐ State Government
- ☐ State of Georgia Government
- ☐ Governor
- ☐ Lieutenant Governor
- ☐ Public Service Commission
- ☐ Georgia General Assembly



State Legislative Branch:

Positions: State Senate & State House of Representatives

Similar to the federal legislators, the *State Senate* and *House of Representative* (also known as the **General Assembly**) are elected to two-year terms and there are no term limits. Unlike the federal Senate and House of Representatives, the General Assembly meets annually for a 40-day session, usually lasting between January and April. The State Senate has 56 individuals make up the state senate; crafts the budget for the state and passes state legislation/laws. The State House of Representatives has 180 members of the Georgia house of representatives are divided up into regional districts that represents the interests its residents in that district.

State Executive Branch

Positions: Governor
Lieutenant Governor (Lt.)
State Cabinet
Public Service Commission

Like the President of the U.S. Federal Government, the State of Georgia **Governor** holds executive power over the state. He also can serve up to two four-year terms. The Governor appoints

most state cabinet members. Unlike the Vice President, the **Lt. Governor** is not voted in at the same time as the Governor and this individual can be of a differing political party from the governor. Like the Vice President, the Lt. Governor serves as the president of the State Senate and serves on the state cabinet. The Lt. Governor becomes governor if position becomes vacant; Can serve multiple terms

The **State Cabinet** serves in very similar roles as the executive cabinet at the federal level. There is a smaller representation of departments and not all state cabinets heads are assigned by the Governor. The state cabinet serves as advisors to the Governor. Most are appointed by the Governor while others are appointed statewide. Six members are a part of the Cabinet.

Additional Committees such as **the Public Service Commission** serve for the protection and reliability of services for Georgia residents. The commission is made up of five members; ensures that Georgia residents receive safe, reliable, and cost effective public services (telecommunications, electric, natural gas, etc.). Unlike the various interests of the federal executive committees, these five committees serve specifically for public services.



State Judicial Branch

Positions: Judges & Magistrates

State Judicial Branch: As with the federal judiciary court, these smaller courts under the state of Georgia are to apply the laws of governing to individual cases. You may have noticed that both the federal government and the state government have a supreme court. These courts are similar in that they both hear individual cases; however, they are different based on the type of case that they have authority to hear. The state supreme court, being the lower court, can hear cases at the local level as the last resort of appeal. If the crime will affect individuals at a national level, it is moved to the federal supreme court. Only certain cases are given the opportunity to be heard by the U.S. Supreme Court. Court judges at the state level are selected in various ways including election and appointment for a selected amount of time or for life. On the other hand, the federal Supreme Court justices are appointed only by the president and are confirmed by U.S. Congressional Senate. These justices serve for life.

The judicial branch consists of six different courts that hear cases:

- Municipal Court: (Ordinance violations, traffic citations)
- Magistrate Court: (Warrants, minor offenses)

- Probate Court: (Wills, estates and marriage licenses)
- Juvenile Court: (Crimes and cases involving juveniles)
- State Court: (Civil cases and misdemeanors)
- Superior Court: (Civil cases, divorce, felonies)
- Lower Courts for Appeals:
- Court of Appeals
- Georgia Supreme Court



they have attended at least one or two schools located in a school district within one of these counties.

Whether a new resident or a beloved Atlanta native, your local government and school system works hard to keep Georgia's future steady, prosperous, and bright.

Let us take a better look at these three entities in this section of the module.

County Government

Unlike most states with large cities like Atlanta, the county government is still the center of political and cultural life for many Georgia's citizens. Historically, Georgia's **counties** were formed mainly as a convenient way to determine powers for state representatives. To ensure that the state government's power stayed in balance and fairness, counties served as the state justice system by conducting local courts of law. Today, the **county government** carries out at a local level a variety of state programs and policies for the wellbeing of its citizens.

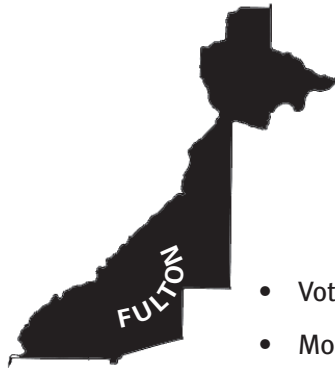
The **Atlanta Housing (AH)** is located primarily in Fulton County. Small portions of AH extend into DeKalb county. We will take a look below to see how the county government is organized and how it functions.

For more information on the State of Georgia Government, please visit your resource page at the end of this module.

How Local Government Is Organized: City, County, and Schools

Georgia is a state with many great features and characteristics. From its busy rush hour streets and highly entertaining city events to its rural rolling hills and beautiful mountainsides, Georgia is a place where many from all walks of life can call home.

Georgia serves as home to 159 regional counties and 520 cities and towns. If you are a new resident of the state of Georgia, it is not unlikely that you have heard of Georgia's largest metropolitan city, Atlanta. Perhaps, you have lived in Atlanta for quite some time now. It is not unfamiliar for you to hear names of counties such as Fulton, Forsyth or Gwinnett. You may also have raised your children here and



County Government's Executive Function

Its primary roles are to collect taxes, oversee elections, conduct courts of law, file official records, and maintain roads.

County Government's Legislation

County government has at least one representative in the general assembly which is the state senate and house of representatives governing body that we discussed in the previous section. Having more counties to represent, this places Georgia at a great advantage of representation in the state government and allows for more business in its towns and cities.

County Government Judiciary

Primary Elected Officials

- County Sheriff
- Tax Commissioner
- Clerk of Superior Court
- Judge of Probate Court
- County Commissioner
- Board of Commissions (BOC)

County Government's Services

Here are a few examples of services that your county provides for you:

- Local courts of law

- Voter registration and elections
- Motor vehicle and Tags
- Property Ownership Filing
- County street/road construction and repair (includes curbs, sidewalks, and street lights)
- Probate Wills
- Welfare and public assistance programs (public housing, food stamp assistance, etc.,)

City Government

TERMS TO KNOW:

- ☐ County Government
- ☐ Counties
- ☐ Board of Commissioners
- ☐ County Officials
- ☐ City of Atlanta Government
- ☐ Municipal Charter/Municipalities
- ☐ City
- ☐ Town
- ☐ Mayor
- ☐ Mayor Pro-Tempe
- ☐ City Council
- ☐ State Board of Educators
- ☐ School Board
- ☐ Superintendent



Georgia is made up of cities and townships. Essentially, cities and towns are the same thing. The difference depends on how the area (city or town) is registered as incorporated with the county and where its legal boundaries or limits are located. A town is also smaller than a city, which is often referred to as a large town. Both a city and a town, though primarily referred to as urbanized (highly populated) can be rural depending on its location and the forms of business that may be conducted in it (IE: farms, agriculture, manufacturing, etc.). Unlike many other states, the state of Georgia law does not separate its towns and cities by label. Each city and town has a charter of municipal incorporation, a written document that provides a city



or town with the authority to exist and function. It serves as the fundamental law and is considered the city or town's constitution. We also referred to them as municipalities. Because municipalities are developed by state legislation, their boundaries, structure or even their existence can be changed or abolished (terminated) by the state.



Since the Atlanta Housing is located in the city of Atlanta, we will take a look at how the City government of Atlanta functions and is organized.

City of Atlanta

Executive Function

Local governments set the overall direction for their municipalities through long-term planning. The city of Atlanta works to ensure that the vision of the state's goals are accomplished for its citizens on a local level and daily.

Executive Roles

The City of Atlanta operates on the highest executive order conducted by its **Mayor**. The mayor serves as the chief administrator and official representative of the city of Atlanta. He or she is elected to office by vote of the city's residents. In this role, the mayor appoints

(with city council approval) department heads and individuals who will serve on the advisory boards.

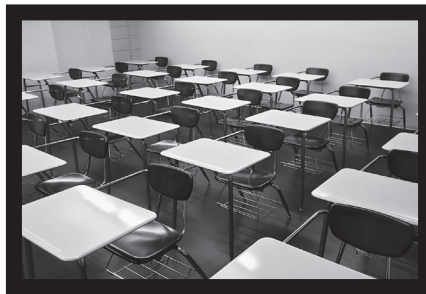
Though the mayor works with the city council and advises the council on the operations of the city's financial condition and presents the budget for annual review. The city of Atlanta has 17 advisors that help the Mayor to see that the daily operations of its city are accomplished and to uphold the laws and regulations set by the state of Georgia. These officers serve as heads of office. The Mayor Pro-Tempe, just as the senate pro-Tempe, serves as acting mayor in the absence of the mayor.

City of Atlanta Legislative Roles

The **City Council** or "Commissioners" generally functions similar to the congress as a parliamentary or legislative body. The city council proposes bills, holds votes, and passes laws to help govern the city. City council members are divided into 12 districts and 3 post-at large (they represent the whole city instead of just one district) that serve various sections of the Atlanta metropolitan area.

The **Municipal Court** serves as the primary judiciary role for the City of Atlanta. In the municipal court, the prosecutor represents the city in these cases. Laws vary from one city to another city, what is legal in one city may be illegal in another city. If a person is accused of breaking a city law they can always retain a lawyer to represent





them. The most serious crimes that can be heard in a municipal court are crimes in which are punishable by up to one year in jail.

For more information on your local government (county and city of Atlanta), please visit your resource page at the end of this module.

Georgia State Board of Education

The ***State Board of Educators (SBE)*** serves as a bridge between educators and others involved in education policy. The SBE informs the general public of legislation and changes to educational policy and represents at the state and local level, the concerns of the general public, elected officials, business leaders and civic groups. Many of these concerns can turn into policy if they affect education in a major way. Changes to policy are communicated to educators, parents/residents, and the community by SBE.

For the state of Georgia, the governor appoints those who will serve on the board of educators with the approval of the state senate. The SBE votes in the state board chair (also known as the president of the board). There are 14 voting members of the state board and they can serve for up to seven years.

Atlanta School Board

The ***Atlanta School Board*** locally represents the daily

learning objectives, academic advisement, program development

and policy implementation of the city of Atlanta public school students. Not only does this entity represent the students but it also represents its parents, educators, and community as a whole. There are 103 public school sites servicing over 54,000 students in the metropolitan Atlanta area. As new school policies and changes develop locally or at the state level with the SBE, the Atlanta school board is in charge of voting on how these changes will impact the students, parents, and communities at a local level and how these changes should be implemented.

Parents and community members can attend public meetings set by the school board to hear about changes on a local level that will take place in their children's school districts. Public meetings are also made available for parents, educators, and community members to voice their concerns.

The Atlanta school board is made up of nine members. To serve, six of the members are elected by their geographical districts for which they will represent. The final three members are elected by the city of Atlanta voters. All the board members serve four-year terms.

To learn more about your Atlanta School Board, please see your resource page at the end of this module.



Activity

See if you can answer the following:

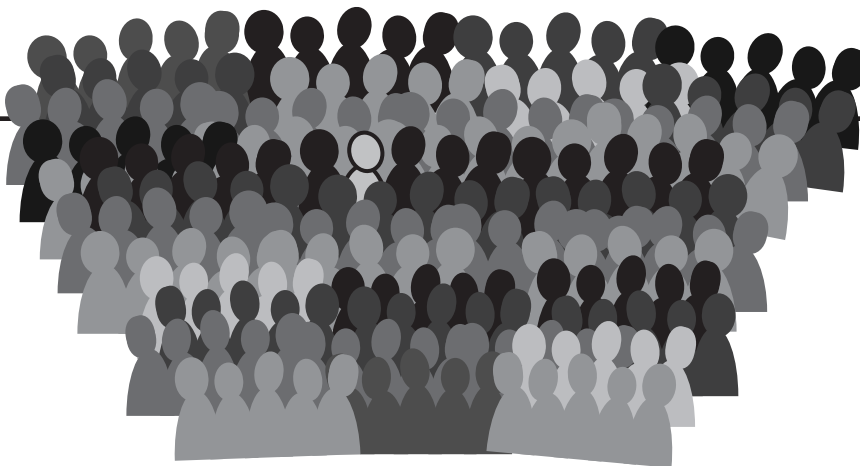
1. How many years can the President of the United States serve?

2. What makes up the State General Assembly?

3. If you attend this state court, you may have an ordinance violation or a traffic citation. Which court would you be located in?

4. The City Council or _____ generally functions similar to the congress as a parliamentary or legislative body.

5. How many members serve on the Atlanta School Board?



Section 2:

Civic Responsibility

What does it mean to be a responsible civilian? What does it take to be responsible as a citizen and why is it important to me? In this section, we will take a moment define and address **Civic Responsibility** and help you to determine if what it means to be civically responsible in your life.

Defining Civic Responsibility

Civic means “to belong to a city; to serve as a citizen, or to hold citizenship.” To be civic, you are showing that you belong to a larger entity.

Responsibility refers to “the quality of being responsible to something or someone”. In being responsible, you are showing that you are obligated, carry the burden, or it is your duty to take care of something or someone.

Civic Responsibility is defined as the “responsibility of a citizen”. The responsibility of a citizen requires for you to hold actions and attitudes that reflect democracy, action, and mindfulness. When you are a responsible citizen, you participate in your community and society as a whole responsibly. There are many ways that you can participate responsibly in your community. Some of these places include, but are not limited

to participation in government, church, volunteerism and memberships of voluntary associations. You can also serve as an advocate or supporter of various causes in your state or city. They can be political, economic, civil, environmental, or can be personally related to your quality of life.

A citizen is “a person who is naturally born or loyal to the protection of a state or union”. When you are a citizen of a state, city, or community, you show that you belong to this entity and that your rights are protected by this entity.

Citizenship means “to be a productive, responsible, caring and contributing member of the society for which you participate in.” When you have citizenship to an entity, you show that you are responsible to it, you care about it and you contribute to it by your participation or other means of support.

Why Is Civic Responsibility Important?

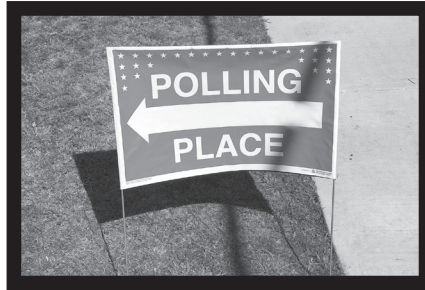
We have taken some time to define civic responsibility and additional terms that are associated with it. Now, let us take a look at why it is important for you to be civically responsible.

TERMS TO KNOW:

- ☐ Civic
- ☐ Responsibility
- ☐ Civic Responsibility
- ☐ Citizen
- ☐ Citizenship
- ☐ Voting
- ☐ Absentee Ballot
- ☐ Election
- ☐ Voting Precinct
- ☐ Polling Place



- Civic Responsibility is very important to the success of democracy and charity. When you display civic responsibility as a citizen, you are stating that you feel responsible in ensuring that the democratic values of our federal constitution that we discussed in the previous section is important to you and to those that also thrive in your society.



come from different cultures and have different lifestyles.

- Many of these democratic values include justice, freedom, equality, diversity, authority, privacy, due process, property, participation, truth, patriotism, human rights, rule of law, tolerance, mutual assistance, self-restraint and self-respect.
- Civic Responsibility produces responsible citizens and active participants in community and government. Schools teach civic responsibility to students with the goal to produce responsible citizens that will lead the next generation to a better future filled with opportunities. Civic Responsibility is also important in the development of character traits.
- Civic Responsibility helps to ensure that our diverse society respects and celebrates the differences that makes us America. It helps us to work better in working and living side by side even if we

- Civic Responsibility helps us as citizens to stay accountable to the laws that keep us safe and protect our basic human rights. It reminds us that we are to be responsible to ensuring that the government on the federal, state, and local level remain level in their use of power.

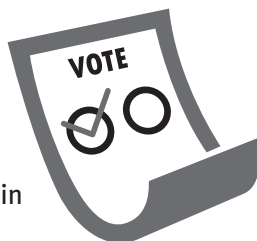
How Can I Be Civically Responsible?

Voting

Did you know that being a registered voter is one of the most powerful forms of civic responsibility? Voting allows you to have an extended voice and to have your say at things that affect your life the most. Voting is even more effective when you use your right to vote in order to vote into position the most qualified people that keep your best interest in mind on a county, local, state, and federal level.

Take for instance the following examples:

- Voting assists in making sure that you and your family's basic needs are met
- Voting helps your community to become or remain a safer place to live with the building of roadway sidewalks, repairing streets, and increasing law



enforcement presence for your protection in your neighborhoods.

- Voting affects how your children are schooled and if your community schools will have the resources needed to provide the best education for your children
- Voting gives you and your family the ability to access natural resources, clean running water, proper trash disposal, and to be supplied with heat in the winter and air conditioning during the summer.

Registering to Vote

Are you a citizen that was either born or naturalized in the United States? Do you have a valid government issued ID or license? Are you a legal resident of Georgia and you live and receive your mail at an address within one of Georgia's 159 regional counties? Are you at least 18 years of age or older? Then you are qualified to vote!

There are a few very important factors to know when you decide to consider exercising your right to vote.

When do I vote?

As a citizen, you are eligible to vote when you turn 18-years of age (17 ½ years of age to register prior to election).

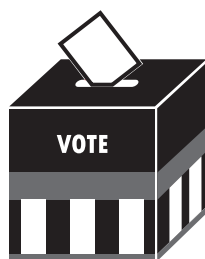
Depending upon the roles that are up for election or appointment to serve in office, there is an election day that is designated for you to vote. Nationally, the election day to vote in members of the executive order such as the President/Vice President is held on the second Tuesday of November. Federal elections are held every two years, on even-numbered years. Mid-term elections are held for U.S. Senate and House of Representatives members. These elections are often held in November.

Many state and local races will be decided as well in November. In some cases, you may be able to vote early or by absentee ballot. Absentee ballots are votes that you complete by mailing in your ballot before election day when circumstances require that you cannot be physically present to vote. State and local elections including, primary and special elections, can be held at other times throughout the year.

How do I register?

It is very simple to register to vote in the state of Georgia and there are several ways that you can register.

1. **In Person** – You can register to vote in person at your local or state election office. In some special cases, you may also have the opportunity to register at local service agencies such as the department of motor



vehicles, state and county public assistance offices (IE: food stamps, WIC, services for disabled, etc.).

2. **By mail** – You can pick up a copy of the voter registration form at your local or state election office, the library or post office as a few options of choice. You can also print out the voter registration form online and fill it out if you prefer not to return it electronically.
3. **Electronically** – In the world of modern day technology, there are no limits to access! You can visit your local (county and city) and state government websites to register to vote online. You can also visit other nationally registered websites such as USA.gov, or Vote.gov.
4. **Voter registration drives** – It is not uncommon around election time of the year to hear that various political or community organizations will offer voter registration assistance and/or drives. You can learn more about voter registration drives closer to election time often at festive events happening around your area, on your local news and radio channels or through the host organization's websites that will conduct the drive.

If I am already registered but I need to change my information, where do I go to update my registration?

There are many cases where individuals have to change their personal or demographic information on their previously voter registration card. The most common of circumstances for updating voter registration includes a change in address or a change in last name if you marry or remarry. Other circumstances for changing or updating information is if you observe information is incorrect on your card such as a spelling of your name.

To update or change your information on your voter registration card, you can simply log into your local or state election office website to update information. If you have recently registered to vote and have just received your voter registration card, you can find on your card (often located on the back) if there are changes that need to be made. You can use this area to fill out corrected information and to mail back the card to be corrected. It is important that you visit your local and state election office website to find out the deadline for voter registration updates or changes. It is important to be mindful that it will take a few weeks for your registration card to return back to you by mail. You cannot vote if you do not have a voter registration card present.

How do I know if my registration was accepted?

Your voter registration card serves as verification that you

now can exercise your right to vote. However, for those who would like to know as soon as possible, you can contact your local and state election office to inquire or you can go online and visit the **National Association of Secretaries of State (NASS)** website at www.nass.org/can-i-vote to check on the status of your registration.

Where do I locate my voting precinct location?

Voting Precincts are areas divided by county lines that determine where you can legally cast your vote. To cast your vote in an election, you find the polling place, the assigned public voting location to fill out your voting ballot, that is housed within your voting precinct. Many of these polling places come in the form of local community churches, schools, and recreational centers. Once you have received your voter registration card, you will find that your closest voting precinct location is located on the card including the address. If you would like to find your voting precinct and polling place before you receive your card, you can contact your local and state election website, or you can contact various national websites such as the NASS site to locate your voting precinct and polling place.

What does not qualify me the permission to vote?

Sadly, not all individuals are permitted the right to vote. Here are a few restrictions to participating in the voting process:

- Non-citizens, including permanent legal residents

- People with felony convictions or currently serving sentencing
- People who are determined at time of registration to be mentally incompetent, challenged or disabled

How can I serve in the voter registration process?

Not only can you exercise your right to vote, but you can also exercise your right to serve! There are many ways to serve in the voter registration process. They include:

- Volunteering at voter registration drives
- Door to door voter registration sign ups or commitments to register
- Serve on a call tree (call potential voters to encourage them to register)
- Drive a senior or individual with a disability to the voting polls
- Encourage your friends and loved ones to register and vote!

What Else Can I Do To Show My Civic Responsibility?

After you go and vote there are some other great civic responsibility opportunities that may interest you and your family. You can begin attending your NPU meeting or Neighborhood Planning Unit meetings (we will discuss more on NPUs in the next section of the module) and/or run as a candidate to fill a vacancy for The Atlanta City Council, Mayor, The Board of Education, and many more that YOU have the power to choose.



Activity

Please use this section and your resource page to answer the following:

1. What does civic responsibility mean?

2. How old do you have to be in order to register to vote? _____

3. Name one way that you can register to vote.

4. Name one online source that you can use to check the status of your voter registration.

5. Name your precinct. _____

6. Name one way that you can get involved or volunteer in the voter registration process.



Section 3:

Community Engagement

This section will offer suggestions about how you and your family can combine resources with other families to enhance your connection with each other and will encourage you to further increase your understanding of how becoming a member of community organizations will positively impact your community at large.

Understanding Community Engagement

There are many benefits to *community engagement*. Becoming engaged in your community helps you and your family get a better understanding of what’s taking place in and around your community.

Community engagement is making sure to position you and your family to access the benefits that come from creating new connections with other families, respecting each other’s space and property, ensuring that your children are protected and feel secure, being able to appreciate the different cultures and languages that exist within your community, and being involved in making decisions that directly impacts you and your family’s community.

As AH Housing Choice Program Participants, community engagement can help you in many ways. Consider the following examples:

- Can help you and your family save money,
- Can extend your network of assistance from other powerful community members, and
- Can make sure that you and your family have the resources to be happy and feel secure.
- Can encourage you and your family to take part in a community growth, development and progression
- Can help you and your family to identify the needs of the community and of your own family structure
- Can help you and family identify potential threats to the welfare of the community

How Can I Get Involved?

Getting involved with community engagement can be as simple as using one finger; you can go online and find a variety of resources available to guide you in the right direction. For now, we will briefly give you some examples to start.

Neighborhood Planning Units (NPU)

Join your local *Neighborhood Planning Unit (NPU)*. Throughout the first section of this module, you learned about how the government works and how you

TERMS TO KNOW:


☐ Community Engagement

☐ Neighborhood Planning Units (NPU)

☐ Volunteering

☐ Social Network

☐ Advocacy





should get involved at a federal, state, and local level. NPUs are a great way to engage with others in your neighborhood. NPUs are local neighborhood advisory councils to the Mayor. The City of Atlanta is divided into 25 NPUs that give the mayor and the city council recommendations on zoning, land use, and other planning issues.

Stay Informed

One of the greatest gifts of humanity is that we possess the power to gain and share knowledge. You have to know something in order to DO something. To stay informed of updates from your local government or responsibilities that you must uphold, consider signing up for your local government's newsletters and announcements. Government affairs can change overnight. Therefore, we encourage you to stay in the know on what is going on with changes. Often, these same newsletters are found online and can be sent to you by email.

Attend Elected Official meetings, Town Hall meetings, and School Board Meetings

The City of Atlanta makes readily available its citizens forums or open discussion for the public to join in. As a citizen, you can attend these three open forums to voice your opinions and concerns.

Get involved in advocacy

Advocacy is defined as showing public support for a cause. If you feel that the community needs to know about how to make change happen in your local area, it is important for you to speak up and advocate that others speak out with you in support. Advocacy can result into making change to take place. There are a variety of advocacy organizations at every governmental level. These organizations work hard to advocate for the personal interests and needs of the citizens.

To see a listing of advocacy organizations at the Atlanta, GA level, please visit your local city website.

Community Engagement Resources

There are plenty of free resources that celebrate the power of community engagement. Listed below are a few examples of resources of engagement that you may find in your local community. For a more extensive listing, visit your local or state government website for free resources or resources that are reduced in price.

Volunteering With A Purpose

Volunteering is a form of civic responsibility where individuals participate in work or labor for free and do not expect to be paid for their participation in the cause. Volunteering can be seen in many different ways.

For instance, people volunteer their time in participating in activities of their interest. People also volunteer their resources such as a car or a room in their worksite.

Many people volunteer through their local churches, animal shelters or food banks to name a few. Volunteering allows citizens the opportunity to share their skills and talents as well as the to learn new skills while helping those in need of help. As the city of Atlanta continues to work for you, it takes pride in making sure that you and your family can build relationships with organizations in your local community that are trustworthy.

When you decide to become a volunteer in your local city or county area, community relationships can be formed with

other community and neighborhood residents. People who live within the same communities can often feel a sense of closeness, empathy, and care for one another. Also, becoming a volunteer helps to build yourself a social network of people or a group of individuals who are like-minded and socially interact with one another. Being a part of a social network of people will allow you to become introduced to new experiences, opportunities, and viewpoints of life.

Lastly, volunteering can also encourage entrepreneurship. Many people make the decision to volunteer for an organization to gain a better understanding as to how that organization operates. During this time, people become encourage and eventually create their own business.

Additionally, volunteering can be used to help individuals to get jobs.

Where can I volunteer?
If you are interested in using **volunteerism** in your local community as a means to engage in your community, where to volunteer will be primarily based on what you have interest in and what is your

IDEAS FOR COMMUNITY ENGAGEMENT

Urban Gardening Classes

Resource of engagement that will teach you and your family how to grow healthy fruits and vegetables for a fraction of the price.

Local Food Pantries

Resources that will give you and your family free food, and communal enrichment experiences that will last a lifetime.

Community Farmers Market

Resource that brings in locally grown fresh produce and other foods by local farmers and families.

Family Movies in the Park

Events that brings families together to view movies outdoors on the lawn during the summer months.

Concert Series in the Park

These events will bring families together with the sound of music and laughter!

driving force to volunteer. You may need some time to think about this in more detail. For now, we will give you suggested areas to volunteer your time.

- **Local Schools/PTA** – If you are a parent, consider volunteering as a member on your child’s Parent-Teacher-Association (PTA) or at your child’s school. Ask your child’s teacher when is needed to participate as a volunteer. Also visit the school’s resource page on their website or take a look in the school newsletter on upcoming events require volunteers.
- **Non-profit Organizations** – often non-profit/ not for profit organizations are created to be a service to the community. They may be grant or privately funded. Often, these funds are limited or restricted on what activities can take place. If there is a non-profit that you are interested in working with or would like to donate to, consider also the option of volunteering your time. Staffing is a major cost. If a non-profit organization can utilize their money to help their cause rather than to use for operational purposes, many of these organizations would welcome the opportunity to recruit volunteers.
- **Faith-Based Organizations** – If you are a member of a local Atlanta church, it is probably no surprise that most of the weekly functions of a church are completed by volunteers. Volunteers are

crucial to community engagement in faith-based organizations. To start, listen out for your church announcements on upcoming events that they seek volunteers for or join an auxiliary (a supplemental activity) of interest to you. Ask your auxiliary leader about how you can volunteer.

- **Social Organizations** – Social organizations are special interest groups where two or more individuals engage in common interests. Many social organizations have members who pay to participate in their organization or in their meetings. Volunteering is often a natural part of engagement for a social organization. These organization also can work together as a volunteer group for another social group, faith-based organization, or social event that maybe taking place.
- **Cooperatives** – A cooperative (also known as co-op) is very similar to a social organization. Within a co-op, there is a group of individuals who unite voluntarily to meet their economic, social, and cultural needs. Unlike social organization, co-ops are often formed for business interests and not just social interest like a social organization. Therefore, if you are looking to volunteer with a co-op, consider what their business agenda is and how it may fall in line with your interests enough to motivate you to volunteer.

Community Resources

U.S. FEDERAL GOVERNMENT

U.S. Congress

www.congress.gov/

Office of Senator (Name)

United States Senate

Washington, D.C. 20510

www.senate.gov/general/contact_information/senators

U.S. House of Representatives

Washington, DC 20515

www.house.gov/representatives

EXECUTIVE BRANCH

Visit US.gov: www.usa.gov/executive-branch

Email the President: www.whitehouse.gov/contact/

Write to the President:

The White House

1600 Pennsylvania Avenue NW

Washington, DC 20500

Executive Cabinet:

For more information on the Executive Cabinet, visit Whitehouse.gov at www.whitehouse.gov/about-the-white-house/the-executive-branch/

Secretary of Housing and Urban Development (HUD)

Atlanta Regional Office:

Five Points Plaza Building

40 Marietta Street

Atlanta, GA 30303-2806

404-331-5136

JUDICIAL BRANCH

Supreme Court of the United States

1 First Street, NE

Washington, DC 20543

202-479-3000

www.supremecourt.gov/

Federal Courts (Trial Court/ Appeals Court)

www.uscourts.gov/statistics-reports/publications/federal-court-system-us

STATE OF GEORGIA GOVERNMENT

General Assembly

www.legis.ga.gov/en-US/default.aspx

Georgia State Senate

www.senate.ga.gov/en-US/default.aspx

www.govtrack.us/congress/members/GA#senators

Georgia State House of Representatives

www.house.ga.gov/en-US/default.aspx

www.govtrack.us/congress/members/GA

Map of Georgia Congressional Districts

www.govtrack.us/congress/members/GA#map

EXECUTIVE BRANCH

For more information on the State of Georgia government, please visit www.georgia.gov/about-georgia

Office of the Governor

206 Washington Street

111 State Capitol

Atlanta, Georgia 30334

Phone: 404-656-1776

www.georgia.gov/agencies/governors-office

Georgia Public Service Commission

244 Washington Street, SW

Atlanta, GA 30334-9052

404-656-4501

Email: gapscc@psc.state.ga.us

www.psc.state.ga.us/

- *Most Contacted Agencies:*
Georgia Secretary of State
- Georgia Department of Revenue
- Department of Human Services-Division of Child Support Services
- Department of Human Services- Division of Family and Children Services
- Georgia Department of Corrections
- Georgia Governor's Office of Consumer Affairs

- State of Georgia Environmental Protection Division
- State of Georgia Attorney General
- Department of Driver Services
- Team Georgia Connection

JUDICIARY BRANCH

Judicial Council of Georgia
 Administrative Office of the Courts of Georgia
 244 Washington Street SW, Suite 300
 Atlanta, GA 30334
 404-656-5171
www.georgiacourts.gov/

- Municipal Court: (Ordinance violations, traffic citations)
- Magistrate Court: (Warrants, minor offenses)
- Probate Court: (Wills, estates and marriage licenses)
- Juvenile Court: (Crimes and cases involving juveniles)
- State Court: (Civil cases and misdemeanors)
- Superior Court: (Civil cases, divorce, felonies)
- Lower Courts for Appeals:
- Court of Appeals
- Georgia Supreme Court

COUNTY GOVERNMENT

Georgia serves as home to 159 regional counties. If live in the Atlanta area, Fulton County is your regional county. For more information on individual counties, please visit www.georgia.gov/municipality-list

Fulton County Government (Atlanta)
 141 Pryor St. S.W. Suite 10076
 Atlanta, GA 30303
 404-612-4000
www.fultoncountyga.gov
 Email: fulton.communication@fultoncountyga.gov

- Other cities in this county:
 Alpharetta
- Chattahoochee Hills
- College Park
- East Point
- Fairburn
- Hapeville
- Johns Creek
- Milton
- Mountain Park
- Palmetto
- Roswell
- Sandy Springs
- Union City

County Officials:

www.fultoncountyga.gov/commissioners

- County Sherriff
- Tax Commissioner
- Clerk of Superior Court
- Judge of Probate Court
- County Commissioner
- Board of Commissions (BOC)

Departments, Agencies & Services:
www.fultoncountyga.gov

CITY OF ATLANTA GOVERNMENT

To learn more about the City of Atlanta, visit their website at www.atlantaga.gov

City of Atlanta
 55 Trinity Ave. SW
 Atlanta, GA 30303
 404-330-6000
 City of Atlanta City Officials:
www.atlantaga.gov/government/mayor-s-office

Mayor / Mayor Pro Tempe
55 Trinity Ave. SW
Atlanta, GA 30303
404-330-6000

City Council (Commissioners)
55 Trinity Ave. SW
Atlanta, GA 30303
404-330-6030
www.citycouncil.atlantaga.gov/other/council-contact-information

Municipal Court
150 Garnett Street SW
Atlanta, Georgia 30303
www.court.atlantaga.gov/
Payments: 404-658-6940
Questions: 404-954-7914

ATLANTA SCHOOL BOARD OF EDUCATION

www.atlantapublicschools.us

Atlanta School Board of Education
130 Trinity Avenue
Atlanta, GA 30303
404-802-2249

Atlanta Public Schools
130 Trinity Avenue
Atlanta, GA 30303
404-802-3500

Atlanta Public School Officials
Superintendent
404-802-2820
E-Mail: suptoffice@atlanta.k12.ga.us
www.atlantapublicschools.us/Domain/52

Principal Advisory Council
www.atlantapublicschools.us/Page/39013
The student handbook is a summary of policies, laws and regulations that affect students. All Atlanta Public Schools policies and regulations and Student School Calendar may be accessed via the Atlanta Public Schools web site at:
www.atlanta.k12.ga.us/policies
www.atlantapublicschools.us/domain/10264

CIVIC RESPONSIBILITY RESOURCE - Voting

Fulton County Voter Registration Main Page:
www.fultoncountyga.gov/rae-home

Georgia Secretary of State - Elections
214 State Capitol
Atlanta, Georgia 30334
844-753-7825
www.sos.ga.gov/index.php/elections

Registering to Vote:

- In Person: You can register to vote in person at your local or state election office. In some special cases, you may also have the opportunity to register at local service agencies such as the department of motor vehicles, state and county public assistance offices (IE: food stamps, WIC, services for disabled, etc.).
- By mail- You can pick up a copy of the voter registration form at your local or state election office, the library or post office as a few options of choice. You can also print out the voter registration form online and fill it out if you prefer not to return it electronically.
- Electronically: My Voter Page- Georgia Secretary of State www.mvp.sos.ga.gov/MVP/mvp.do
- National Association of Secretaries of State (NASS) www.nass.org/can-i-vote
- VOTE411: www.vote411.org/
- Voter registration drives
- Precinct cards are mailed within two to three weeks of submitting your voter registration application. For more information regarding voter registration, please contact the Voter Registration Division at 404-730-7072.

Voter Requirements & Sample Ballot: Fulton County
www.fultoncountyga.gov/residents-moving-to-fulton-county

Checking My Registration Process:

The National Association of Secretaries of State (NASS) website at www.nass.org/can-i-vote

My Voter Page- Georgia Secretary of State www.mvp.sos.ga.gov/MVP/mvp.do

COMMUNITY RESOURCES

Key Election Dates:

www.sos.ga.gov/index.php/elections/2015-2016_elections_and_voter_registration_calendar

Special Voting Cases

Absentee Ballot:

Georgia Secretary of State

www.sos.ga.gov/index.php/Elections/absentee_voting_in_georgia

Federal Voting Assistance Program

www.fvap.gov/georgia

www.georgia.gov/popular-topic/voting

Voters with Disabilities:

Georgia Secretary of State

www.sos.ga.gov/index.php/elections/voters_with_disabilities

Military/Special Services: Federal Voting Assistance Program

www.fvap.gov/military-voter

Voting Poll Locations:

If you have questions on voting poll accessibility, please call your county elections office or the Secretary of State's office at 404-656-2871 www.sos.ga.gov/index.php/elections/voters_with_disabilities

For listing of places to vote in your precinct, visit the Georgia Secretary of State My Voter Page website at www.mvp.sos.ga.gov/MVP/mvp.do

Also view quick time information at Fulton County Voter Districts May Viewer: <https://gis.fultoncountyga.gov/apps/VotingDistrictsMapViewPublic>

Election Day Hours:

7:00am-7:00pm, 9:30 am-4:30 pm (if 75 yrs and older or have disability)

Voter Registration Drive: www.sos.ga.gov/index.php/elections/voter_registration_drive2

Atlanta Beltline

There are many different ways for people to get involved in the Atlanta BeltLine. This is a project by the community and for the community, and residents have an active role in every phase of the process. We welcome your ideas and involvement, and there are many ways you can participate:

Office & Mailing Address

100 Peachtree Street NW, Suite 2300

Atlanta, GA 30303

Tel: 404-477-3003

Email: info@atlbeltline.org

www.beltline.org/progress/progress/community-engagement/#get-involved

Hands On ATL- volunteer

At Hands On Atlanta, we connect changemakers to nonprofit organizations and schools in need, while engaging socially responsible companies to help make a difference in our community.

600 Means St. Suite 100

Atlanta, GA 30318

Tel: 404.979.2800

Email: info@handsonatlanta.org

www.handsonatlanta.org/

VolunteerMatch.com- Atlanta

550 Montgomery Street, 8th Floor

San Francisco, CA 94111

www.volunteermatch.org

United Way -Atlanta

40 Courtland Street N.E.

Atlanta, GA 30303

Tel: 404-527-7200

Email: info@unitedwayatlanta.org

www.unitedwayatlanta.org/volunteer

COMMUNITY ENGAGEMENT?

Here are some voter volunteer options!

Voting Poll Volunteer: Georgia Secretary of State website: www.sos.ga.gov/index.php/elections/voter_registration_drive2

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The Good Neighbor Program

Live

Work

Thrive



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