

BCLC-Online Student Policies

As an online student at Beach Cities Learning Center Online (BCLC-Online) you are required to adhere to the following policies.

Technical Requirements:

- Student must have their own Mac or PC laptop or desktop. Computers are not provided by BCLC-Online.
- A reliable Internet connection.
- PC: Windows 7 or higher with modern flash enabled web browser (ie: Google Chrome, Mozilla Firefox, Internet Explorer)
- Mac: OS X 10.7 or higher with modern flash enabled web browser (ie: Apple Safari, Google Chrome, Mozilla Firefox)
- Apple or Android tablets are not recommended but will work with Puffin Academy Browser.
- Students that do not have their own Gmail account can be provided one through BCLC.

Course Term:

- All courses are 12 weeks unless noted otherwise. Start and end dates will be provided at the time of enrollment.
- Extensions may be granted if student is at least 50% complete with the class and has extenuating circumstances.

Attendance/Participation:

- Student is required to check in with their teacher at least once a week by email, Google Hangouts or in person during office hours. **Failure to check in for 2 consecutive weeks may result in being dropped from the class with no refund.**
- Online classes are self-paced by nature, however each class requires approximately 5 hours a week. This can be done by logging in 5 days a week and working for an hour or twice a week for 2.5 hours, or any other combination that totals 5 hours.

Work Completion:

- Most assignments are multiple choice and therefore provide immediate feedback for score and correct/incorrect answers.
- For writing assignments and other assignments that require teacher grading, please allow a 48 hour turn around time.