



ICT Schools
3280 Bloor St W, Centre
Tower, suite 400,
Toronto, ON M8X 2X3
Tel: 416-762-4857

Kikkawa College
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School & TECL Policy and Procedure

Kikkawa College has a very strict policy and zero tolerance towards discrimination, harassment, and any form of abusive behavior. The students must respect their instructors and fellow students. Students should refrain from making inappropriate sexually explicit, racist, and derogatory comments toward fellow students. The institution upholds the values of respect and inclusivity of all races and genders.

TECL Policy and Procedure

As a participant in the Teaching Clinic at Kikkawa College, it is essential to adhere to the following TECL policies and procedures to maintain a professional and disciplined learning environment.

1. Uniform Requirement:

- All students must wear the designated clinic uniform during TECL hours.
- Wearing the clinic T-shirt is mandatory to attend clinic hours.
- Clinic assistants must also adhere to the clinic dress code.
- Students must wear **pants** (no shorts) and **closed-toe, non-slip shoes** as part of the clinic uniform.

2. Clinic Timing:

- Students must be present at the clinic by **2:00 PM**.
- Late arrivals may result in disciplinary action.

3. Dress Code Enforcement:

- As representatives of the Teaching Clinic at Kikkawa College, students must be in **Kikkawa uniform**, including the designated T-shirt, appropriate pants, and proper footwear.
- The administrative staff reserves the right to dismiss students from the clinic session if they are not in proper clinic attire.

4. Client Assessment and Report Submission:

- A proper assessment of the client must be conducted during each session.
- The client report must be prepared and submitted **on the same day** or, at the latest, the following day.



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- If a student delays report submission **three times**, they may be dismissed from the clinic session and will not be allowed to complete TECL hours for that day.

5. Professional Conduct and Respect:

- All students and clinic assistants are expected to maintain a respectful and professional environment at all times.
- Any form of **sexual abuse, verbal abuse, racist comments, or gender-based discrimination** is strictly prohibited.
- Under no circumstances should any student make racial, gender-based, or any other inappropriate comments towards fellow students or patients that may cause discomfort or distress.
- Any violation of this policy will result in immediate disciplinary action, which may include dismissal from the clinic session or further administrative review.

6. Compliance and Disciplinary Action:

- All students, including clinic assistants, must strictly follow our zero-tolerance policy for discrimination, harassment, and any form of abusive behavior.
- Failure to comply with these guidelines may result in disciplinary actions, including dismissal from the school/clinic.

7. Conflict of Interest:

- Students must avoid dual relationships that may present ethical dilemmas or conflicts of interest.
- This includes providing treatment to faculty, staff, family members, or friends.
- These situations can compromise objectivity, confidentiality, and the educational experience.

Acknowledgment and Agreement

I have read and understood the TECL policies and procedures outlined above. I agree to comply with these policies and acknowledge that failure to do so may result in disciplinary action.



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Student Name: _____

Student Signature: _____ **Date:** _____

Policy Document Information

Policy Title: *ICT Kikkawa College, School & TECL Policy and Procedure*

Effective Date: 1997

Revision Date: Sept 2024

Last Reviewed: Aug 2025

Next review: Aug 2028

Contact for Questions: Sami@ictschools.com