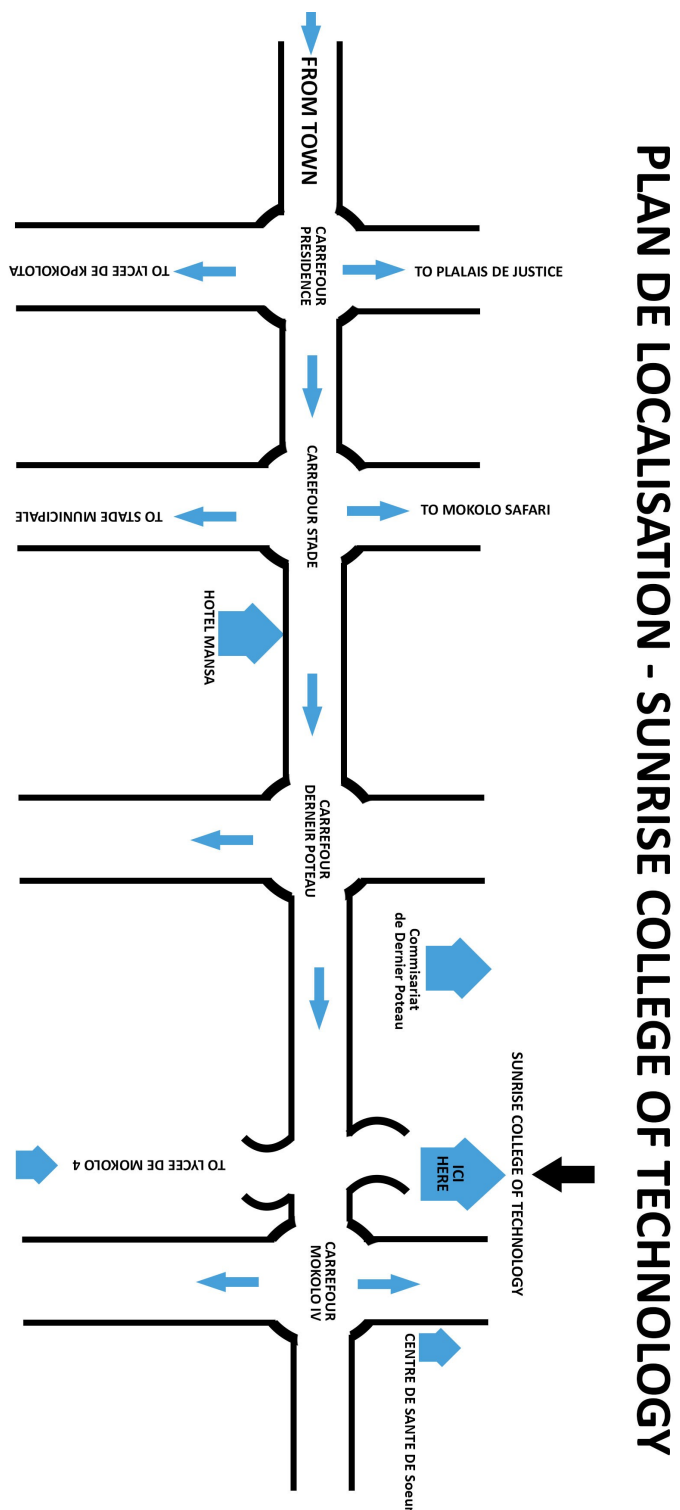


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STUDENT INFORMATION

Renseignnement de l'eleve

School Year 20____/20____

Année Scolaire

Class:..... Matricule:.....

Classe:

Name:.....

Nom:

Surname:.....

Prenom

Date of Birth:

Date de Naissance

Place of Birth:

Lieu de naissance

Quarter of Residence:

Quartier de residence

Class Master's name:

Professeur Titulaire

Student's Photo

Photo de l'eleve

In case of emergency, contact En cas d'urgence, contacter

Name of Contact:

nom

Parental Ties:

Lien de parenté

Phone number(s):

Quarter of Residence:

Quartier de residence

Or / ou

Name of Contact:

nom

Parental Ties:

Lien de parenté

Phone number(s):

Quarter of Residence:

Quartier de residence

Signature Obligatory / Signature Obligatoire

Father or Guardian
Le Pere ou Tuteur

Mother or Guardian
La mere ou Tutrice





PRESENTATION OF THE SCHOOL PRESENTATION DU COLLEGE

Welcome to Sunrise College of Technology (SUCOTECH), Bertoua; a lay private secondary school whose mission is to provide excellent technocentric training in a wide range of endeavours anchored on fundamental Christian, moral and ethical values; to empower future Technicians and engineers poised to make a difference by being different.

Sunrise was created and opened by a group of Edu-centric Cameroonians in line with Ministerial **Decisions No. 149/20/MINESEC/SG/DESIP/SSEPIP OF 26 JUNE 2020 and N° 250/21/MINESEC/SG/DESTP/SDSPETP/SSEPTP OF 08 SEPTEMBER 2021** respectively.

The college began in 2018 with 40 students and has grown to more than 500 students enrolled in 7 levels viz: Form 1 to Upper Sixth. Since its inception in 2018, sunrise has succeeded to train individuals whose contribution to the emergence of Cameroon cannot be undermined. SUCOTECH plays host to the only accommodation centre for Technical and Vocational Education Examination (TVEE) in the East Region.

Since its inception, the college has been managed by 3 principals whose idiosyncratic inputs have helped to coordinate academic dynamic and engender the prevalent realities sustaining the pedagogic evolution of the college.

PRESENTATION OF THE SCHOOL PRESENTATION DU COLLEGE

Bienvenue au Sunrise College of Technology (SUCOTECH), Bertoua ; une école secondaire privée laïque dont la mission est de fournir une excellente formation technocentrée dans un large éventail d'activités ancrées dans des valeurs chrétiennes, morales et éthiques fondamentales ; pour donner aux futurs techniciens et ingénieurs les moyens de faire la différence en étant différents.

Sunrise a été créé et ouvert par un groupe de Camerounais Edu-centric conformément aux Décisions Ministérielles n°149/20/MINESEC/SG/DESIP/SSEPIP DU 26 JUIN 2020 et NO 250/21/MINESEC/SG/DESTP/SDSPETP/SSEPTP DU 08 SEPTEMBRE 2021 respectivement.

Le collège a débuté en 2018 avec 40 étudiants et s'est développé pour atteindre plus de 500 étudiants inscrits dans 7 niveaux, à savoir : Form 1 à Upper Sixth. Depuis sa création en 2018, Sunrise a réussi à former des individus dont la contribution à l'émergence du Cameroun ne peut être remise en cause. SUCOTECH héberge le seul centre d'hébergement pour les examens d'enseignement technique et professionnel (TVEE) de la région de l'Est.

Depuis sa création, le collège a été géré par 3 directeurs dont les apports idiosyncratiques ont contribué à coordonner la dynamique académique et à engendrer les réalités dominantes qui soutiennent l'évolution pédagogique du collège.

Principals

The table below contains the names of past and present administrators of Sunrise College of Technology, Bertoua:

YEAR/ANNEE	ADMINISTRATOR
2018-2019	Mr. Nkenemo Gilbert Pepia
2019-2020	Mr. Aku Beckley
2020—present	Mr. Paul Lukong

Administrative Staff / Personnel Administratif

Flow Chart of Sunrise College of Technology, Bertoua

Organigramme du Sunrise College of Technology Bertoua

POST / RESPONSABLE	NAME / NOM
The Principal Principal	Mr. Paul F. Lukong
The Vice-Principal Vice-Principale	Mr. Dieudonne K. Kechom
Discipline Master Surveillant General	Mr. Eugene O. Ngyah
Guidance Counsellor Conseiller D'Orientation	Mme. Tume Median
Bursar Econome	Mme. Racheal Konteng
Chaplain Aumonier	Rev. Chongwan Emmanuel
Coordinator APPS	Mrs. Lukong Manuela
Sports Coordinator Coordonateur des Sports	M. Oumarou Casimir



PROPHETIC FOUNDATION FOR 2026/2027:

**«A SEASON OF GLORIOUS
ACADEMIC DISTINCTIONS »**

PSALM: 127

SCHOLARSHIP AWARDS AT SUNRISE

Overtime, we have deemed it befitting to encourage and spur positive competition among students with the sole intent of tickling them to deploy their optimal performances . For this reason, since the 2022-2023 academic year, end-of-year prize awards ceremonies are organized to recognize and reward students with outstanding academic performances.

BENEFICIARIES OF SCHOLARSHIPS IN 2025-2026

CATEGORIES

1st Overall Best Student

Name: **TANE FOPA JEMUEL**

Annual Average : 16.64

Scholarship Amount: 75000

2nd Overall Best Student

Name: **NCHANJI NOEL ASONGU**

Annual Average : 16.62

Scholarship Amount: 50000

3rd Overall Best Student

Name: **SUIKA MARK-PRIDE YOUNGNYUY**

Annual Average : 16.44

Scholarship Amount: 35000

All Scholarships are to be deducted from the tuition fees of the next academic year.

We encourage all students to aim for academic excellence by prioritizing distinction and upholding values that engender multifaceted academic proliferations.

Our Institutional Values:

- ⇒ Rectitude
- ⇒ Integrity
- ⇒ Probity
- ⇒ Altruism
- ⇒ Discipline
- ⇒ Hard work

LIST OF TEACHING STAFF

SN	NAME OF STAFF	SEX	POST OCCUPIED
1	NGUEMEO DESIRE	M	EPS
2	TIKUM AYONG JOHNSEN	M	EPS
3	NDIABOU YVES	M	EPS
4	TIENTCHUE CLAUDE	M	EPS
5	NDIANGA EDWIN	M	ARM
6	SAHA ACHILLE	M	EPS
7	GENSANG FRANCINE	F	CE-BC
8	TOH GABRIEL	M	CE-BC
9	EKANE MODEST	M	CE-BC
10	KIMBI ELVIS	M	CE-BC
11	TUMU JOHN	M	CE-BC
12	MADAM ATEH	F	HEC
13	NGUELLE LAURER	F	HEC
14	CAROLINE SEWOYEBA	F	C.I
15	MADAM TIOFACK	F	C.I
16	MADAM DONGMO	F	C.I
17	NGOE LIPIPI	M	ACCOUNTING
18	TAH BLANCHE	F	C.I
19	KIHBE EMMANUEL	M	ARM
20	NDIANGA EDWIN	M	ARM
21	TANTOH MARCEL	M	ARM
22	MATAGO INNOCENT	M	ARM
23	KAMDEM YANNICK	M	ARM
24	MUKETE LIPIPI	M	MANAGEMENT
25	FUHNWI JOEL	M	ACCOUNTING
26	VIBAN LOVELINE	F	ACCOUNTING
27	TUME MEDIAN	F	ACCOUNTING
28	KWEI ELVIS	M	CITIZENSHIP EDUCATION
29	NTOKO EBONGUE	M	ENGLISH AND FRENCH
30	LUKONG MANUELLA	F	ENGLISH AND FRENCH
31	CASIMIR OUMAROU	M	SPORTS
32	PASTOR AFESEH PASCAL		ECONOMICS GEO.
33	BANENLA CAPRINCE	F	LAW
34	MBAH FURT	M	ENGINEERING SCIENCE
35	ROBERT CHAPMAN	M	COMPUTER SCIENCE
36	NUMFOR ABIENWI	M	CE-BC
37	ABIA JACOB	M	MATHEMATICS
38	NFORKEMBA BLAISE	M	MATHEMATICS
39	ATEMNKENG GLORY	F	LITERATURE
40	CHE CHANNEL	F	OFFICE PRACTICE
41	SALAH BLAISE	M	EPS
42	BELLO DARINGAWA	M	NIGHT WATCHMAN
43	CHONGWAN RICHARD FOFEYIN	M	SECURITY OFFICER

[illegible]

Dear fellow students,

It is a pleasure to welcome you to Sunrise College Of Technology (SUCOTECH) Bertoua.

DON'T ENGAGE IN THE PRACTICE OF
Jumping on the bandwagon of nonentities
who have no use for education and morality.

I advise you all to fix your eyes on the prize and don't give room for any form of distraction to turn you against your academic and moral values that your parents have taken time to cultivate in you. Look ahead, your future is ahead, not behind. Be reminded that you can only make it to your destination through hardwork, intentional and goal-driven assimilation of all academic materials that your teachers will make available to you.

Make up your mind to abstain from anything that can jeopardize your academic progress and hinder you from succeeding at the certificate examinations. Endeavour to stay true to yourself: know where you are coming and where you are going to, because whoever journeys without a map will be overtaken by sudden disaster. Remember that though you are now in a big community of academic fledgelings, you are first and foremost individuals from different backgrounds. Don't try to project an image that is alien to your de facto reality. Be happy with yourself and be contented with what your parents are working hard to provide for you. If you must copy anything, copy the good! Those who have attempted in the past to live fake lives have died real deaths.

Be bold, courageous and confident! Don't hesitate to denounce any form of deviance that you come across. God is faithful and will make sure that anybody who attempts to carry out any form of 'retour' against your integrity falls for your sake.

Any form of growth only ensues from discipline. Self discipline precedes all other forms of discipline. Therefore, I advise all of you to constantly check yourselves to make sure that your conversations and conjugations are in sync with the norms governing all transactions in Sunrise College.

TO PARENTS, permit me to heartily thank you for choosing Sunrise College instead of other colleges. We appreciate you for entrusting the academic welfare of your children to us. One thing I know is that your decision will exponentially pay off in the long run. You will never regret sending your children to SUCOTECH. As you may already know, one of the key components of finance for private schools is tuition fees, we urge you therefore to endeavour to respect the payment schedules and deadline outlined in our prospectus.

Besides, I urge all parents to ensure that all information about their children that can help us monitor them and respond appropriately to all impromptus should be given to us. Also, endeavour to monitor the children regularly to avert surprises.

Lukong F. Paul
The Principal

[illegible]

[illegible]

CONDITIONS D'INSCRIPTIONS

While a competitive entrance exam is written by all candidates seeking admission into Form 1, Form 5 and Upper Sixth.

Les admissions directes se font par étude de dossier pour les candidats en forme 2-4 et premier.

Alors qu'un concours d'entrée est passé par tous les candidats souhaitant être admis en sixieme, 2nd et terminal.

Composition of Admission Files

For *candidates seeking admission into non-exam classes*:

- ⇒ Stamped request addressed to the Principal
- ⇒ Photocopy of the birth certificate
- ⇒ Report card of the previous school year
- ⇒ Entrance Examination fee of 2500 FCFA

For candidates of exam classes

- ⇒ Stamped request addressed to the Principal
- ⇒ Photocopy of Birth Certificate
- ⇒ Presentation of the original of the Annual Report Card of the previous academic year
- ⇒ File Study fee 5000 FCFA

Composition du Dossier

Pour les candidat qui doivent concourir, voici la constitution de dossier

- ⇒ Demand timbré adressée au principal
- ⇒ Photocopie de l'acte de naissance
- ⇒ Bulletin annuel de l'année scolaire précédente
- ⇒ Frais de concours 2500 FCFA

Pour les candidats des classes d'examen

- ⇒ Demand timbrée adressée au principal
- ⇒ Photocopie de l'acte de naissance
- ⇒ Présentation de l'original du bulletin annuel de l'année scolaire précédente
- ⇒ Frais de concours 5000 FCFA

SPECIALTIES AND CLASSES RUNNING IN THE 2024-2025 ACADEMIC YEAR

The following specialities shall animate the academic landscape of Sunrise in 2026-2027:

FIRST CYCLE INDUSTRIAL

FIRST CYCLE COMMERCIAL

Building Construction
Electrical Power Systems
Carpentry and Joinery
Bespoke Tailoring
Automobile Repair Mechanics

Accounting
Home Economics
Marketing
Secretariat Administration and Communication

SECOND CYCLE INDUSTRIAL

SECOND CYCLE COMMERCIAL

Building Construction
Electrical Power Systems
Bespoke Tailoring
Automobile Repair Mechanics

Accounting
Home Economics

PREMIER CYCLE INDUSTRIEL

PREMIER CYCLE COMMERCIAL

Maçonnerie (MACO)
 Electricite (ELEQ)
 Menuiserie
 Mecanique Auto et Reparation (MARE)
 Industrie d'Habillement (IH)

Comptabilité (CG)
Economie Sociale et Familiale

SECOND CYCLE INDUSTRIEL

SECOND CYCLE COMMERCIAL

Maçonnerie (MACO)
Electricité (ELEQ)
Menuiserie
Mécanique Auto et Réparation (MARE)
Industrie d'Habillement (IH)

Comptabilité (CG)
Economie Sociale et Familiale

SYNCHRONIZED ASSESSMENT N° 2

These assessments are conducted under the auspices of the Vice-Principal who ensures that the timetable sustaining their fluidity is rigorously observed.

[illegible]

[illegible]

1st Term: 1 ^{er} Trimestre:	From Thursday 1st August, 2026 to Thursday 30th July, 2027 Du Lundi au vendredi.....
2nd Term: 2 ^e Trimestre:	From Monday to Friday..... Du Lundi au vendredi.....
3 rd Term: 3 ^e Trimestre:	From Monday to Friday..... Du Lundi au vendredi.....

1st Term: 1 ^{er} Trimestre:	From Monday September, 7th 2026 to..... Du Lundi au vendredi.....
2nd Term: 2 ^e Trimestre:	From Monday to Friday..... Du Lundi au vendredi.....
3 rd Term: 3 ^e Trimestre:	From Monday to Friday..... Du Lundi au vendredi.....

Summative Evaluation No. 1 Evaluation Sommative No. 1	From: To: Du au
Summative Evaluation No. 2 Evaluation Sommative No. 2	From: To: Du au
Summative Evaluation No. 3 Evaluation Sommative No. 3	From: To: Du au
Summative Evaluation No. 4 Evaluation Sommative No. 4	From: To: Du au
Summative Evaluation No. 5 Evaluation Sommative No. 5	From: To: Du au
Summative Evaluation No. 6 Evaluation Sommative No. 6	From: To: Du au

MY TIMETABLE

MON EMPLOI DE TEMPS

NB: Sporadic interruptions for extra-curricular and co-curricular activities shall be communicated accordingly

PERSONALIZED ASSESSMENT N° 6

In strict conformity to the calendar of activities, each teacher reserves the right to conduct his/her assessment .

[illegible]

PERSONALIZED ASSESSMENT N° 5

In strict conformity to the calendar of activities, each teacher reserves the right to conduct his/her assessment .

[illegible]

MY SUBJECTS
MES ENSEIGNEMENTS

[illegible]

DECOUPAGE HORAIRE

NB: Saturday Classes shall be organized in response to promptings of the times

PERSONALIZED ASSESSMENT N° 4

In strict conformity to the calendar of activities, each teacher reserves the right to conduct his/her assessment .

[illegible]

PERSONALIZED ASSESSMENT N° 3

In strict conformity to the calendar of activities, each teacher reserves the right to conduct his/her assessment .

[illegible]

ADMINISTRATIVE STAFF

EQUIP ADMINISTRATIF

POSITION	NAME OF ADMINISTRATOR
The Principal	Paul F. Lukong
Vice-Principal	Njah Vanessa Ladi
Senior Discipline Master	Eugene O. Ngyah
Discipline Master	Robert Chapman
Bursar	Rachael K. Konteng

CLASS MASTER / LES PROFESSEURS TITULAIRES

CLASS	NAME	CLASS	NAME
Form 1 INDUS-TRIAL		FORM 4 BC	
FORM 1 COM-MERCIAL		FORM 4 CI	
FORM 2 COM-MERCIAL		FORM 4 HE	
FORM 2 ARM		FORM 5 ACC	
FORM 2 EPS		FORM 5 ARM	
FORM 2 BC		FORM 5 EPS	
FORM 2 CI		FORM 5 BC	
FORM 3 ACC		FORM 5 CI	
FORM 3 ARM		FORM 5 HE	
FORM 3 EPS		L6TH ACC	
FORM 3 BC		L6TH ARM	
FORM 3 CI		L6TH EPS	
FORM 3 HE		L6TH BC	
FORM 4 ACC		L6TH CI	
FORM 4 ARM		U 6TH ACC	
FORM 4 EPS		U 6TH EPS	
		U 6TH BC	

HEADS OF DEPARTMENT

DEPARTMENT	HEAD
ACCOUNTING ECONOMICS & MANAGEMENT SCIENCES	Tume Median
ELECTRICAL POWER SYSTEMS	NGUEMO DESIRE
CE-BUILDING CONSTRUCTION	GENSANG FRANCINE
AUTOMOBILE REPAIR MECHANICS	KIBEE EMMANUEL
BESPOKE TAILORING	Astride Tiofack
HOME ECONOMICS	Ambe Claudette
LANGUAGES AND CIVIC EDUCATION	FODA MOMO
SCIENCE AND COMPUTER	ROBERT CHAPMAN

PERSONALIZED ASSESSMENT N° 2

In strict conformity to the calendar of activities, each teacher reserves the right to conduct his/her assessment .

[illegible]

PERSONALIZED ASSESSMENT N° 1

In strict conformity to the calendar of activities, each teacher reserves the right to conduct his/her assessment .

[illegible]

INTERNAL RULES AND REGULATIONS FOR STUDENTS

INTERNAL RULES A



REGLEMENTS

CORRESPONDENCE

[RESERVED FOR PEGADOGIC AND DISCIPLINARY MATTERS]		
DATE	MESSAGE	NAME AND SIGNATUERE
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		

CORRESPONDENCE

[RESERVED FOR PEGADOGIC AND DISCIPLINARY MATTERS]		
DATE	MESSAGE	NAME AND SIGNATURE
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		

AND REGULATIONS



INTERIEURS

CHAPTER ONE: Preliminary Notions

Article 1: Introduction

Dear fellow students,

It is a pleasure to welcome you to Sunrise College Of Technology (SUCOTECH) Bertoua. These rules and regulations contribute a student's guide for his or her achievement and success at this cherished institution called SUCOTECH. In fact, they are so compelling for the students that they should be considered the students' credo which regulates their activities and life in the campus, (on or off campus) in the classroom, among themselves and interaction with others. The underlying principle behind this credo is that, it is a guide for students who want to succeed.

Read it well, making sure you understand it and that you are at all times in conformity with it. Any unorthodox behaviour may be costly to you and to your parents who have shown much concern and love for you by enrolling and sponsoring you in a prestigious school like SUCOTECH.

It is our fervent wish and hope that this guide will answer all general question that address issues like registration and admission modalities, payment of fees, examination and evaluation, sports, teaching.

Article 2: GENERAL PRINCIPLES

At Sunrise College of technology, the principle of freedom with responsibility is a tradition: The freedom to teach, learn, enquire, and speak freely. The responsible enjoyment and exercise of these freedoms means respect for the rights of all persons. Infringement on the rights of others or interference with the peaceful and lawful use and enjoyment of the school premises, facilities and amenities is seriously frowned upon and may lead to sanctions on any defaulter. Consequently, no person shall disrupt or obstruct or attempt to disrupt or obstruct any instructional, research, service or other school operation or function, or interference with or attempt to interfere with the lawful exercise of freedom of speech, movement or other rights of individuals. Hence, using of threats or physical force or violence to harass, abuse, intimidate, coerce or injure another, or to cause damage to or loss of property; using language or action likely to incite the use of physical force or violence by others; No person shall refuse or fail to comply with a lawful order of any school or public official acting in the performance of his or her duties in the administration and enforcement of these regulations.

THE PRINCIPAL

CORRESPONDENCE

[RESERVED FOR PEGADOGIC AND DISCIPLINARY MATTERS]		
DATE	MESSAGE	NAME AND SIGNATURE
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		

CORRESPONDENCE

[RESERVED FOR PEGADOGIC AND DISCIPLINARY MATTERS]		
DATE	MESSAGE	NAME AND SIGNATUERE
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		

Article 3: CHANTED PRAYER

To God be the Glory

The One who giveth life

His name is so mighty

In Him we have our being

He created the heavens and created SUCOTECH

To teach and to inspire; the youth to take the lead ooh

Bless our teachers with wisdom and great skills

to pass on knowledge, instilling discipline

that everyone who comes here should not remain the same

Give our parents, guardians, everything they need

to pay our every fee and have something to hold

Refrain

SUCOTECH” the citadel of learning

SUCOTECH” the pinnacle of excellence

SUCOTECH” we rise above the storm

Bless oh lord our college for your glory (2x)

We are Sunrise College of Technology

Article 4: ENFORCEMENT AND PENALTIES

The Principal of the school and his designated representatives shall be responsible for initiating and ensuring the prompt enforcement of the above principles and regulations, including the application of remedies.

Any student violating any of these regulations shall be subject to ejection and/or exclusion from the school premises (including temporary suspension from the school as directed by the principal or his designated representative). Such ejections or exclusions shall not preclude or interfere with subsequent school disciplinary proceedings and other actions.

Article 5: DISCIPLINARY PROCEEDING AND PENALTIES

Upon receiving notice that a student may have committed a violation of any of these regulations the principal or his designated representative shall promptly cause an investigation to be made and findings shall be used as a base for any eventual sanction.

Article 6: AMENDMENTS:

These regulations may be amended in whole or part from time to time by action of the constituted school committee.

Article 7: MISSION STATEMENT

To provide accessible, industry-relevant, and high-quality education through effective teaching, practical training, research, innovation, and community engagement while fostering ethical leadership and lifelong learning.

Article 8: GENERAL INFORMATION

The aim of the creation of SUCOTECH is to contribute to the education of the Cameroonian child alongside with the state institutions. Besides other considerations mentioned elsewhere, emphasis is laid on providing a holistic education of the person.

SUCOTECH provides opportunities for quality education through teaching using the CB approach et al; outreach to the community while stressing the promotion of moral and ethical training.

Sunrise College of Technology is conceived in the English speaking tradition but it fosters the wider bilingual and bicultural nature of the Republic of Cameroon.

SUCOTECH is open to Cameroonians and foreigners interested in our offer. Presently, our offer contains the following;

- Technical education

CORRESPONDENCE

[RESERVED FOR PEGADOGIC AND DISCIPLINARY MATTERS]		
DATE	MESSAGE	NAME AND SIGNATURE
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		

CORRESPONDENCE

[RESERVED FOR PEGADOGIC AND DISCIPLINARY MATTERS]

DATE	MESSAGE	NAME AND SIGNATURE
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		
___/___/20___		

1. Industrial
 - a. Building and Construction
 - b. Carpentry and Joinery
 - c. Clothing Industry
 - d. Electrical Power Systems
 - e. Automobile Repair Mechanics
 - f. Welding
2. Commercial
 - a. Marketing
 - b. Management and Accountancy
 - c. Secretarial Duties
 - d. Management of Financial Information
 - e. Home Economics

Article 9: GENERAL ADMISSION REQUIREMENTS:

The minimum requirements for admission into SUCOTECH include the following:

1. Common entrance examinations and interview into form 1
2. Study of files for admission into other classes
3. Admitted students must submit a photocopy of their birth certificate and report card for the creation of their files.

CHAPTER TWO: INTERNAL ORGANISATION OF TEACHING

Article 10: Class Periods

- a) Classes in SUCOTECH Bertoua run from Monday to Friday; from 7:30 am to 3:50pm.

NB: Every student is expected on campus latest 7:55am after this time, no late comer is welcomed till the next day.

- b) A daily program of lectures looks tus
 - 7:15 a.m. First ringing, students assemble themselves
 - 7:25 a.m. Second ring, entry to class.
 - 7:30 a.m. First lesson
 - 8:20 a.m. Second Lesson
 - 9:10 a.m. Third Lesson
 - 10:00 a.m. Fourth Lesson
 - **10:50 a.m. Short Break of 20 minutes**

- 11:10 a.m. Fifth Lesson
- 12:00 a.m. Sixth Lesson
- **12:50 a.m. Long Break of 30 minutes**
- 1:20 p.m. Seventh Lesson
- 2:10 p.m. Eight Lesson
- 3:00 p.m. Ninth Lesson (Closing Form 1-3)
- **3:50 p.m. Closing (Form 4 to high School)**

Article 11: Free Periods

Any free period indicated on the time table is meant for individual studies (preps). At such a period, students are required to stay quietly in class revising under the supervision of the class prefect. If a teacher is absent, his period becomes a free period except it falls at the last period of the day where students can be asked to go home.

Article 12: Movement out of the classroom

It is strictly forbidden for students to go out of their classrooms during lectures. If caught, the student shall be severely sanctioned. Going out is permitted if:

- Authorised by a teacher or on suspension for discipline. In this case, the student is handed over to the Senior Discipline Master;
- Summoned by a School Authority;
- Health reasons.

PARENT'S PAGE

This booklet is to be controlled and signed every Friday by the parent . Failure to do so shall be seriously frowned at and the child shall not be allowed to attend lessons.

DATE OF CONTROL	OBSERVATIONS	SIGNATURE OF PARENT
Friday the ___/___/___		
Friday the ___/___/___		
Friday the ___/___/___		
Friday the ___/___/___		
Friday the ___/___/___		
Friday the ___/___/___		
Friday the ___/___/___		
Friday the ___/___/___		
Friday the ___/___/___		
Friday the ___/___/___		

PARENT'S PAGE

This booklet is to be controlled and signed every Friday by the parent . Failure to do so shall be seriously frowned at and the child shall not be allowed to attend lessons.

DATE OF CONTROL	OBSERVATIONS	SIGNATURE OF PARENT
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		

CHAPTER THREE: ASSIDUITY AND PUNCTUALITY

Article 13: Assiduity

Students are expected to attend all lectures, failure to do so will attract a suspension or a dismissal. All students are required to take part in all extra-curricular activities or ceremonies decided upon by the authorities (National guidance and counselling day, International day of philosophy, National Day of Bilingualism...). Every student must respect the seat assigned to him/her by the class prefect.

Any student who disturbs during a lesson is sent out of class and the class prefect accompanies him/her to the Disciplinary Office for sanctioning. If the fault is serious, the student is led to the Disciplinary Council.

Article 14: Punctuality

Lateness of a student is noticed after the start of the first lesson. Any late comer presents himself to the Discipline Master so as to give reasons for the lateness, punishment follows, after which an entry ticket is issued which permits him/her to enter the classroom the next hour.

Article 15: Unjustified Absences

- a) Any student late for 5 minutes is considered absent for that hour.
- b) Any student absent within the first hour can only enter by presenting an entry ticket from the Discipline Master.
- c) Any student wishing to absent must address a written note to the principal through the Discipline Master WHO SHALL DELIVER AN AUTHORIZATION of absence after examination of the reason for permission.
- d) Any suspension from lectures is considered as absence and is noted on the attendance register.

Article 16: Auxiliaries to the Administration

- a. Auxiliaries to the administration are made up of Class Prefects, their Assistants, Delegates and the Senior Prefect. As such, their mates must absolutely respect them.
- b. Class prefects and their assistants have as task to keep administrative documents (logbook, class list and attendance registers). They ensure calm and order during preps. The class prefects present the logbook to every teacher for signature and note the absence of any teacher. At the end of the day, the class prefects take these administrative documents to the Disciplinary Office.
- c. The class prefects organise the cleaning by drawing up a roster for sweeping and cleaning which will be presented to the Discipline Master for appreciation. Class prefects are not part of the schedule. The Class Prefect serves as a transmission agent between the class (students) and the administration.

NB: All auxiliaries to the administration are elected by their class mates and/or school mates.

CHAPTER FOUR: CITIZENSHIP

Article 17: Hoisting of the Flag

The hoisting of the flag ceremony is organized in Sunrise College of Technology (SUCOTECH) Bertoua on working days.

Article 18: National Days

All the students designated to represent the school in the different match passes organized during National Days and other ceremonies decided by the authorities have the obligation to respect the instructions. Any student reluctant to respect this rule will be exposed to sanctions such as suspension and dismissal.

CHAPTER FIVE: UNIFORM AND DISCIPLINE OF STUDENTS

Article 19 : School Outfit

1. A student of Sunrise College of Technology (SUCOTECH) Bertoua is recognized by wearing a uniform common to all students of the school on working days. Any student who does not obey this principle and rule risks suspension from classes.
2. The uniform for girls consists of a cream white shirt with one chest pocket and a blue A skirt covering the knees. For boys, the uniform consists of a cream white shirt with three pockets and blue loose trouser. Every student is required to embroider in a legible way, his name and class on the chest pocket.

For reasons of cleanliness and decency, every student should possess two uniforms.

Article 20: Hairstyle/hair do

Girls should have low hair / shaved. Boys will shave their hair low without any fantasy, with no beard or moustache etc...

Article 21 : Forbidden Objects and Stuff

All students of Sunrise College of Technology (SUCOTECH) Bertoua should abstain from bringing certain objects or stuff such as: slippers, high heeled shoes, jackets, rings, jewelry, scarves, caps, sharp objects and fancy eyeglasses.

PARENT'S PAGE

This booklet is to be controlled and signed every Friday by the parent . Failure to do so shall be seriously frowned at and the child shall not be allowed to attend lessons.

DATE OF CONTROL	OBSERVATIONS	SIGNATURE OF PARENT
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		
Friday the___/___/___		

PARENT-TEACHER APPOINTMENTS

PARENT'S REQUEST	TEACHER'S RESPONSE
Date: ____/____/____ Dear Mr/Mrs:..... Teacher of:..... I should be grateful if you would kindly indicate your availability for us to meet at your earliest convenience. I await your prompt response. Name and Signature of Parent	Dear Parent, Your request for an appointed is granted! Date: ____/____/____/ @ ____/____ Please kindly call to confirm the date and time. Teacher's Tel: _____

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CHAPTER SIX: PHYSICAL EDUCATION AND SPORTS

Article 22: Physical education classes are obligatory. Any absence from these lessons will lead to sanctions similar to those undergone by a student absent in any other class.

Article 23: The sports uniform should be in conformity with instructions given by the school administration, thus:

- First Cycle: Blue
- Second Cycle: Blue mixed with white

The sport uniform should be clean, free from political or advertisement slogans.

Article 24: The medically declared inapt students have to present a medical certificate of inability to the teacher as soon as school reopens. However, inapt students must attend the class in the sports attire since they will have a written or oral evaluation on the knowledge, ideas, concepts taught during the practical class.

Article 25: The FENASSCO and other games

The participation of students' representatives for the FENASSCO games is compulsory. Those who voluntarily miss training or competitions are exposed to sanctions that can lead to dismissal. But the position of athlete does not give a student any special advantage. As a student, he/she will conform to the internal rules and will pay off all his obligations (school fees, PTA, academic performance...)

CHAPTER SEVEN: MANUAL LABOUR

Article 26:

- a) Manual Labour is a subject as any other such as Maths, French and English etc...
- b) The performance of a student will be given a mark after every class which will obey the following criteria:
 - Effective presence in class;
 - Presentation of the working material;
 - Work done on the field.

Every student who is absent from a manual labour class will face the same sanctions as in the case of missing an academic class.

CHAPTER EIGHT: THE GUIDANCE SESSIONS

Article 27 :

- Every student must take part in Guidance Sessions which are held an hour per week. These sessions are led by the Guidance Counsellor who is in charge of the class.
- Guidance Collective tests are obligatory from Form three upwards.

CHAPTER NINE: APPRECIATION OF STUDENTS' PERFORMANCE

Article 28: Sanctions related to students' performance

- Every student who distinguishes himself at the end of a term will receive encouragements, congratulations or will be given an honour roll by the members of the class council;
- Students with poor performances will be sanctioned by academic warning, suspension or dismissal.

Article 29: Sanctions related to students' conduct

- The table below summarizes the sanctions that can be applied on a student in case of misconduct.
- Some sanctions were set to be applied on students who at the end of a term or an academic year are accountable for a number of unjustified absences or sanctions.

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SN	MISCONDUCT	SANCTIONS	OBSERVATIONS
1	Late coming	1 hour of labour	Before the next day
2	Noise making	1 hour of labour	
3	Disturbance during the lesson	2 hours of labour	
4	Refusal to sweep the class	2 hours of labour the next day	Absences are not justifiable
5	Loitering around	- 01 to 03 days of suspension - Student's parents are summoned	Students risk dismissal in case of second offense
6	A student caught with the uniform on in a bar	- Taken to the disciplinary council - Parents are summoned	05 to 08 days of suspension
7	-Refusal to show up after being convoked -Impertinence towards a discipline master	- Disciplinary Council - Parents are summoned	- 05 to 08 days of suspension - Risk of dismissal in case of second offense.
8	Absence at the hoisting of the flag	03 days of labour	Risk of dismissal
9	Faulty uniform (including cleanliness)	01 day of suspension	Risk of dismissal
10	Students fighting or assault	Disciplinary Council	Possible Dismissal
11	Misbehavior or insults	Disciplinary Council	05 to 08 days of suspension
12	Stealing money or any school material	- Disciplinary Council - Parents are summoned	Possible dismissal after returning the stolen object
13	Cheating during an evaluation	- Disciplinary Council - Student scores 00/20 in that subject	03 days of suspension
14	Drug or alcohol consumption	- Disciplinary Council - Parents are summoned	Risk of dismissal

SUMMARY OF LATE COMING

[illegible]

25	Suspicious financial transactions: usury, contributions, loans in any form within the school	- Disciplinary Council - Parents are summoned	Labour and risks of dismissal
26	Small trading and other exchanges	- Disciplinary Council - Parents are summoned	Labour and risk of dismissal
27	Refusal to be present at the disciplinary Council	Disciplinary Council	Risk of dismissal
28	Wrong uniform	03 days of suspension	Disciplinary council in case of stubbornness
29	Others	Sanctions shall be meted in view of the gravity of the offence.	

ABSENCES

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