

Student Management at Vocational High School Levels

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Abstract. This research is aimed at describing student management at the PIRI Sleman Vocational High School. This research used qualitative method with case study approach. The data was taken by interview, observation, and documentation. The subject of this study was the vice principal of student affairs. The results of research at PIRI Sleman Middle School are 1) the process of planning student admissions is carried out by way of promotion and socialization, the first way to do it is through student promotions, teachers, and alumni, then to collaborate with schools, 2) the process of implementation refers to the technical instructions for new students admission in 2018, conduct a determination, registration, selection, determination and registration meeting of students received and performs an interview test, 3) the process of students placement is based on registration numbers and class distribution are done carefully, the division of classes is done carefully so as not to group in one class. 4) the coaching program is appropriately addressed to students, coaching is done as a whole at any time by involving parents, police and civil service police units. The school has a program to foster students with extracurricular activities. Schools have guidelines for carrying out coaching in schools, and 5) evaluations are carried out related to the admission of new students. Also, schools carry out monitoring activities during the process of fostering students conducted by the education department and foundations.

Keywords: students management, students, vocational senior high school

1 Introduction

The use of human resources in the field of education carried out since primary, secondary, and higher education. The role of educational facilities is significant to facilitate the implementation of the learning process, but in the world of education has problems that hamper the implementation of the learning process in schools. One of the issues faced by schools is the problem of student management. for the implementation of activities in schools. [1] Student management is an effort made to provide excellent services to students from the student admission process until the students graduate from school.

Based on the survey conducted at one of the schools namely PIRI Sleman Vocational High School there was a shortage, the number of students in one of the majors exceeding the quota resulted in lacking quota in the other majors. There is a group of students who come from the same school with a background of bad behavior and they make noise in the classroom. Many students commit violations, for example, fighting, scribbling walls, losing helmets and cellphones.

Based on the findings obtained needed a solution to overcome these problems. One of the solutions offered is to maximize the student management process in schools. Thus to achieve success in the education process, it is necessary for student management.

The importance of student management in education is to regulate all kinds of student activities so that the activities carried out can support the learning process within the school so that it can run well. There are five activities carried out in student management, namely, planning, implementation, placement, coaching, and evaluation. The activities carried out refer to the technical guidelines and field guidelines that have been established. even though in reality there are things that are not appropriate in the field, so we need good student management. This study aims to describe the planning, implementation, placement, coaching, and evaluation at SMK PIRI Sleman.

2 Methods

This study is a qualitative research with case study approach that was conducted at the PIRI Vocational High School in Ngaglik District, Sleman Regency, Special Region of Yogyakarta. The reason for choosing the school was because it was able to survive and compete with other vocational high schools both public and private. This research was conducted in the odd semester of the 2018/2019 school year in November 2018. The data collection in this study was carried out by means of observation, interviews, and documentation. The data source of this study was the vice principal of student affairs. The validity of the data used technical triangulation and source triangulation.

3 Results and discussion

3.1 Planning

The planning process for admission of new students has become a routine agenda carried out by the PIRI Sleman Vocational High School where there is the formation of a new student admission committee in schools, new student selection meetings, the making, dissemination of announcements for school promotion, registration of new students, selection, final decision making of the students who passed and the registration of the students who passed. [2] Schools implement student recruitment strategies for accountability purposes. [3] The goal of the recruitment process is to get the best students by attracting many prospective students to enrol in school. That recruitment planning is very important to get learners who have characteristics consistent with the school's ability to foster and develop learners. The annual agenda that is carried out in schools aims to form high-quality and noble high school students in accordance with the vision and mission of the school, this method is in accordance with the understanding of recruitment which is an activity to recruit students from junior high schools to enter the vocational high school PIRI Sleman. This supports the statement that inherent institutional identity and responses from external ideas about school excellence and diversity are a benchmark of student recruitment strategies [2]. [4] The recruitment process to identify and select quality students for different individual and contextual schools that exist in the education system. The vice-principal of the student affairs prepares or plans a student coaching program at the school where students can discuss with the school principal, and the treasurer of the school in relation to finance, and who is responsible. [5] Increase the student

enrolment in the schools, school administrators must find an expert in marketing to apply within a specific time.

There are three steps taken in the process of new student admission conducted by the PIRI Sleman Vocational High School in order to get many students. The first way to do this is through student promotion, it is done by giving an understanding to students so that students have a positive impression of going to school at the PIRI Vocational High School, by giving examples of good service and good learning, then those related to students by opening extra programs to students so that students feel happy with the extra activities found at school. The results of this study support the research conducted by [6] The research results to attract more students is the primary goal of marketing planning. Other similar studies are the results of the study [5] Private secondary schools must implement effective marketing strategies to increase school participation, and schools can provide quality services. [7] Electronic resources have excellent benefits to assist in promoting schools. The second way to do this is by collaborating with Junior High Schools and Madrasah Tsanawiyah. By holding friendship every year, socialization for school introduction to students of Junior High Schools and Madrasah Tsanawiyah, Sleman Regency. The third way to do this is through alumni because the influence is very strong. Most PIRI Sleman Vocational High School students are children or relatives of successful graduates. The quota for admission of new students is usually determined by the number of classes that can be filled by prospective new students who will be accepted. [3] Promotion is one way of quality recruitment. [8] Schools and employers are work together to develop strategies to meet the changing requirements of the labour market collaboratively.

3.2 Implementation

The implementation of the admission of new students at the PIRI Sleman Vocational High School refers to the technical guideline of Students Admission at the High School, Vocational High School, and Special School in the Special Region of Yogyakarta in 2018. This is not all implemented because private schools have their own policies. Schools always provide services, which means to this day if there are students who want to register, and meet the requirements will be accepted. Transfer students from other schools can also be accepted.

At present, schools are forbidden by the government to reject students who want to go to school, but it must be with clear procedures so that they are not necessarily accepted. If before the registration is opened there are already prospective students who want to register then the name and address will be recorded first, then when it has been announced but the prospective student has not re-registered, he will be contacted by the school regarding whether or not to register because there is still an opportunity, if not so the registration will be deleted by the school. [9] Who explained that implementing successful marketing activities, tools, and strategic plans, schools must be more proactive in school marketing practices to recruit and retain students. Schools can also accept students who register using the package B diploma because the package B diploma is also a formal diploma. This is consistent with the results of research [6] Schools rely heavily on students who cannot enter and are not accepted by other schools because it is full. This method is in accordance with the procedure for admission of new students because the school has held a meeting to determine new students, registration of new students, selection, decision making and registration of students who qualify. There are interview tests to find out psychologically, economically and to find out the character of students too, so they can find out the character and background of students. These efforts support research [10] Selection is choosing someone who has the qualifications to enrol in

school. [5] Find income and quality of school services, it can increase the population of student registration. [11] Interviews, and looking at backgrounds is part of the selection process. During the process of registering prospective students, the school assigns teachers to conduct interviews, for administration in the New Student Admission Decree. In the implementation of new student admissions, there are examinations from schools related to the smoothness or not, and how many students there are.

3.3 Placement

The distribution of classes in PIRI Sleman Vocational High School is done by distribution according to the class quota, for example those who register 100, divided into 5 classes, not necessarily each class can get 20 students. There are three majors, there are 20 students who choose machining engineering majors, then there are still 80 divided by four which are light vehicle engineering and motorcycle engineering and if divided equally every class there are 20 students, but between light vehicle engineering majors and motorcycle engineering can be different, it could be students who chose the light vehicle engineering 60 students, who chose motorcycle engineering only 20 students.. The first step taken is to determine the chosen majors but the school provides satisfactory services to students so if students have chosen their majors they are not allowed to be moved again, even though the principal is asking for it himself. This is in accordance with research. [12] The availability of cooperating teachers, classrooms, and suitability between teachers and schools are factors that must be considered in placement. Except if there is a shortage of students but even then it is not forced if the shortage of students cleverly provides motivation to students. For example, machining engineering majors lack students, prospective students have the desire to switch to light vehicle engineering even though the light engineering department is still accepting new students, schools must think this way because later there will be a minimum number of study groups. In addition, the teacher gives an understanding to prospective students that the light vehicle engineering majors are sufficient, the number is maximum, there are still opportunities to enter other majors. For example, there are students who are moved to the mechanical engineering department, from the light vehicle engineering department. But if prospective students are not accepted into the light vehicle engineering department and want to resign then the school reconsider preventing prospective students from leaving, the school persuades prospective students not to resign, the school considers the possibility of adding one student. [13] To fulfil the school quota a recruitment and selection process is carried out by the officers.

The class distribution must be thorough, for example there are prospective students who come from the same junior high school and register also together so that the registration numbers are sequential, it is feared that in their class they will form their own groups. The school looks at where the prospective junior high school students come from, so as not to group in one class. the result of observation in one class there were five children who came from the same school, then when entering the Vocational High School they were still difficult to behave properly. Finally by the school, they were expelled. One child was moved to the mechanical engineering department, while four had been returned to their parents. In accordance [14], placement results are determined based on student characteristics.

3.4 Coaching

The role of the Vice-Principal in Student Affairs is as a companion and motivator for students. Coaching is not only for students who break the rules, but overall coaching is done every time. Coaching also involves students' parents, including the police and the Civil Service Police Unit so that students become more obedient. [15] The critical role of the community is also needed to improve student behaviour

There are many extracurricular activities at school, namely hadroh, futsal, volleyball, reading and writing the Al-Qur'an, and driving. After graduating from the Vocational High School students are expected to drive a car because in the community the Vocational High School students are dealing with machines, equipping students to return to the community and neighbors, if anyone needs help with delivery, they can help. Coaching programs for students such as Boy Scouts are held every Thursday. While the provision of student motivation is done every day by the school. The statement is accordance with the result of research study [16] Organizing, repeating information, monitoring, or making correlations between new knowledge and previously obtained by students is the motivation of students to learn in finding the right strategies that will help students in the learning process. [17] Students must have the skills, talents, and motivation to be able to compete efficiently

Facilities are provided by schools to support student coaching activities. So the program is not just a discourse but in that program schools must be prepared. For example modifying an old motorbike, and the result won first prize held at the University of Sanata Dharma and received a prize of 1.5 million, in reality the modification spent 2 million. Actually the school lost, but the name of the school outside became popular. In accordance with the results [18] communication between students and teachers must be established verbally in order to increase student motivation and learning outcomes. [19] Coaching is an effective way to increase self-confidence. All facilities are provided by the school. Futsal also has facilities and infrastructure. While if there is a Student Competency Competition there is a separate training. Before the competition the students have been tested and there is training that can be held at school or at the Technical Education Training Center. Facilities at the school are also complete so that the learning objectives can run smoothly, regularly, effectively and efficiently and the teacher can carry out maximum learning activities. There are other supporting facilities to support the implementation of student coaching. All parties are involved in the implementation of student coaching because in schools there are also production and service units. Where they also receive orders for services from outside the school such as making fences and tralis. The production and service units can be a training tool for students in dealing with work demands. If there are issues that are related to the legal sphere, for example, fighting, someone losing a helmet, cellphone or scribbling on the walls of a school, there will be a penalty from the student affairs representative.

There are guidelines for carrying out student coaching activities in schools such as manuals for practicum implementation, error points books and Industrial Work Practices, rule books in Counseling Guidance, for example a student who is absent several times will continue to be fostered until making a statement. There is also a guest book for homeroom teachers. students who receive coaching will be called to the Counseling Guidance room, if after being given Counseling Guidance by the homeroom teacher but there is no change, then coaching is done by the student affairs representative based on coaching standards from Counseling Guidance and told to make a statement for good behavior. There is also a guidebook for the implementation of industrial work practices related to industrial relations. All student development programs that have been implemented in schools now only need to

follow up on existing programs. For example, students do not change, so there is a follow up to make a statement.

3.5 Evaluation

The evaluation conducted at the school regarding student management was carried out by the principal. This was done because the responsibility for organizing all educational activities in this school was in the hands of the school principal. If there are irregularities that means the result of negligence of supervision carried out by the school, especially the principal. Evaluation Activities in student coaching activities, for example problems with admission of new students, students' readiness to engage in the industrial world. In accordance with the journal [20] the process of recruitment, selection, and election results have a highly productive relationship. Schools also conduct evaluations for new student admissions, for example administrative issues that sometimes have incorrect data placement. Inappropriate processes are traced to who is responsible, who writes, then if there is missing student data it must all be examined.

Monitoring activities during the training of students are carried out several times. Monitoring is carried out by agencies and foundations. Monitoring the implementation of industrial work practices is carried out every two weeks conducted by the supervisor of industrial work practices. There is a coordination meeting that is held every month. Follow-up is done after the evaluation of student coaching activities. This supports the research [20] between the recruitment process, selection and public sector have an active link. The efforts made to overcome barriers that exist in schools, in the program of coaching students in schools, is done routinely, so if there is a program that is hampered then the causes must be investigated so that it can be resolved as quickly as possible because it deals with aspects of individuality, social aspects, aspirations, needs, and aspects of potential students. [21] Supervising is an effective strategy.

4 Conclusion

From the results of the study it can be concluded that 1) promotion and socialization is a form of planning on the acceptance of new students, 2) the implementation of student affairs refers to the technical instructions for admission of new students at Senior High Schools, Vocational High Schools, and Special Schools in Special Regions Yogyakarta in 2018, 3) the distribution of classes and registration numbers is done carefully in the process of placing students, 4) the training program is appropriately addressed to students, and 5) an evaluation is carried out related to the admission of new students in the form of monitoring activities carried out by the department and foundation.

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