

Practice research of class routine management strategy in secondary vocational school -- A case study of Information Engineering Department of Huai 'an Industrial Secondary Professional School

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Abstract: Secondary vocational education is our country basic education stage the important part, the class routine management is in campus management can not be ignored a part. However, there are still many problems in the current routine management of classes in vocational schools, which has a negative impact on the development of students' physical and mental health and teaching results. Therefore, this paper takes the information engineering Department of Huai'an Industrial technical secondary School as an example to conduct practical research on the class routine management strategies of secondary vocational schools, aiming to provide reference for the class routine management of secondary vocational schools.

Key words: secondary vocational school; Class routine management; Strategy; Practice

1. The problems existing in the routine management of classes in vocational schools

(1) the implementation of flat management, student management form is single

In the regular class management of secondary vocational schools, student management should be differentiated. Effective management can enable students to establish respect for school management, and at the same time can better protect the rights and interests of students. However, in the regular class management of secondary vocational schools, the head teacher often finds that the form of student management is simple, such as only simple attendance and classroom management. This kind of student management strategy can easily lead to students' dissatisfaction and even be considered as a restraint. At this time, the head teacher needs to conduct differentiated management of students according to the actual situation of students. In concrete practice, it is necessary to pay attention to the age and personality of students, so as to formulate a more humanized management strategy.

(2) Class culture construction is not comprehensive, lack of spiritual construction

As we all know, class culture construction is an important part of class management, including class system construction, class activity organization, class spirit and culture construction. However, in the regular class management of secondary vocational schools, the class teacher often finds that the class culture construction is not comprehensive, and the lack of attention to the construction of students' spirit. For example, the head teacher attaches great importance to the students' behavior habits, but neglects their emotional life and interpersonal communication. At this time, the head teacher needs to take the construction of class culture as the core and carry out the comprehensive strategy of class culture construction, so as to guide the students to establish correct cultural values.

(3) Moral education and mental health education has not reached the ideal effect

Secondary vocational class teachers should always pay attention to students' moral and mental health education, because it is an important guarantee for students' development, but in the management of class routine, we will also find that there are some problems in moral and mental health education. On the one hand, the focus of school education pays more attention to students' knowledge learning, ignoring students' moral cultivation. In classroom education, students are only required to master some specific knowledge points and skills, but they have relatively little education on how to be a good citizen and how to play a greater role in society. However, this point is essential in the process of students' growth, and it is crucial to improve students' moral quality and cultivate students' sense of social responsibility. On the other hand, in the aspect of students' mental health education, there are still some problems, such as we do not have an effective channel to understand students' psychological status. Some students may be under pressure and frustration all the time, but we can't find out the situation in time. Therefore, we need to know more about the situation of students and listen to their voices so that mental health education can be carried out in time.

2. The information engineering Department class routine management should follow the principles

Secondary vocational class management is a complex and important work, the class management strategy should follow certain principles to ensure the effectiveness and stability of class management. The following, will introduce the information engineering department class routine management should follow the principle in detail. 1. Student-centered principle. Secondary vocational students are in an important stage of physical and mental development, class management should be student-centered, pay attention to personalized education and emotional education, and create a safe, comfortable and harmonious learning and living environment for students; 2. The principle of initiative. Class teachers and teachers should actively participate in class management, timely find and solve problems, guide students to correct behavior concepts and values, improve students' self-management and self-restraint ability; 3. The principle of justice and equity. Class management should follow the principle of fairness and fairness, and treat every student impartially. Class teachers and teachers should constantly improve the quality and level of education and teaching, pay attention to the personalized development of students, give full play to the potential of students, provide fair learning opportunities for each student, and create a fair competitive environment.

3. Huai'an Industrial technical secondary school information engineering class routine management strategy

(1) Strengthen the construction and implementation of class norms and cultivate good behavior habits

1. Construction of norms

The construction of class norms is the basis of class routine management, and the quality of standard construction is directly related to the effectiveness of class routine management. To this end, we need to do the following work in the construction of class norms. On the one hand, we need to establish class conventions, clarify the rights and obligations of class members, and regulate the behavior of class members. The convention needs to include the basic rules of behavior of class members and the measures after the violation of discipline. The establishment of the convention requires the participation of all class members, so that students can increase their self-awareness in the process of making the convention, and at the same time, they can better understand and abide by the convention. On the other hand, we need to strengthen the construction of class culture, let students establish positive cultural values, and guide students to abide by the convention through the class culture. Class culture includes class slogans, class songs, class signs, etc. In the process of formulating class culture, we can combine the characteristics and needs of students themselves, so that the class culture can better reflect the class atmosphere and get the recognition of students more easily.

2. Cultivate behavior habits

The routine management of class is not only the process of establishing norms and formulating class culture, but also the guidance, cultivation and correction of students' behavior habits. First of all, we should pay attention to the guidance of students' behavior habits. Every morning before class, I will remind students to pay attention to personal hygiene, and arrange students to have classes in an orderly manner according to the class schedule. In addition, in the daily life of students, we should guide them to pay attention to their words and deeds, appearance, and cultivate good behavior habits. Secondly, we should find out the problems of students' behavior and habits in time. When we find that students have bad behavior habits, do not blindly criticize, but to take measures, including individual talk, parents interview, class group discussion, etc., to guide students to know their behavior habits. Finally, we should give feedback to the students' behavior habits in time. For the students who perform well, we can praise and reward them, so that they can become the leaders of class routine management; And for the poor performance of the students, we should timely criticism, let them realize their problems, so as to achieve correction and progress.

For example, there is a student in the class who is introverted and not good at communicating with others. As a result, his performance in class activities is not outstanding, and he even has some negative emotions. In this case, I formulated a series of guidance measures based on his personality characteristics, including interacting with other members of the class, encouraging him to talk more, and gradually adjusting his behavior habits. After a period of guidance and training, the student's behavior habits have been well changed, not only outstanding performance in class activities, but also improved his relationship with others.

(2) Carry out effective information security education to cultivate students' professional quality

Information security education is an important part of class routine management. In the routine class management of information Engineering Department of Huai'an Industrial secondary School, first of all, we should let students realize the importance of information security, introduce the concept, meaning, content and risk of information security to students in detail, and organize students to carry out related practices, so that students deeply understand the importance of information security to people's life and work in practice. In the class, I once discussed a case with the students. A student uploaded the class's collective contact record on the Internet without permission, which resulted in the leakage of students' personal information. After the explanation of the case, students said that they should pay attention to information security and not release their personal information online at will. Secondly, we should let students master the basic knowledge and skills of information security. We can cultivate students' awareness and skills of information security through information security knowledge explanation, practical operation, online independent learning, competition activities and other ways. In actual operation, I have organized students to simulate the practice of network attacks, so that students can personally experience the means and harm of hacker attacks, and let students learn how to use network security tools to protect their personal information. Through practical operation, students have mastered the basic principles and methods of information security protection. Finally, we should let students form a good habit of protecting personal information security. In the information engineering department of Huai'an Industrial Technical secondary School, I once conducted an information security self-inspection activity for students, requiring students to self-check their information security status and submit a written report. Through this activity, the students formed a good habit of checking their information security status regularly.

(3) Strengthen moral and psychological education to promote students' physical and mental development

As a head teacher of secondary vocational school, it is very important to strengthen moral education and psychological education and promote students' physical and mental development in the routine management of the class. Whether it is teaching management or class management, this point must be attached great importance. Among them, moral education and psychological education is the top priority of class management, which plays a vital role in the healthy development of students' body and mind. In class management, we should attach importance to students' moral education, which is not only to cultivate students' norms of behavior and good habits, but also to cultivate students' good outlook on life, values, ethics and sense of social responsibility. In carrying out moral education, I once met a student named Zhang Ming. Zhang Ming is a student of the Department of Information Engineering. He took an active part in various activities at school and got excellent results, but his performance was always aloof and cold. After much understanding, we found that Zhang Ming's family

environment was not good. After his parents divorced, he took over the burden of life from his mother. He has neither the time nor the energy to care for others, nor the opportunity to experience friendship and love, which leads to his isolation in the group. In this regard, our class management team decided to launch an activity called “Friendship Boat Go”. In this activity, we would organize students to go hiking, playing games, camping and other activities on weekends to let students personally experience the importance of friendship. In this process, we also paid special attention to Zhang Ming, talked with him many times, and told him that our class is a big family, we can help each other, support each other, whether in life or in study, we will not let him alone. Through this activity, Zhang Ming gradually integrated into the class collective, and the performance gradually became active.

In addition, in the class management, psychological education is also an indispensable link. Mental health problems have become a common concern in today’s society, in class management, we should pay attention to the individual differences of students, pay attention to students’ psychological problems, and according to the situation of students targeted help and support. There is a girl named Xiaofang in our class, since being admitted to Huai’an Industrial Secondary School, her academic performance has been excellent, but she has a strong sense of inferiority and insecurity. In an in-depth conversation, Xiaofang poured out her heart to me, saying that she felt she was not good enough to communicate with classmates and teachers. Our class management team provided support and help for Xiaofang’s situation. We used the class meeting time to organize students to play interactive games and strengthen the communication and emotional exchange among students through games. At the same time, we also let Xiao Fang as the class committee, in the team cooperation to improve her leadership and teamwork ability. With the passing of time, Xiaofang not only gradually put down the feeling of inferiority, but also showed a more active personality and excellent leadership ability.

Conclusion: Class routine management plays an important role in the campus management of secondary vocational schools, which can guide students to regulate their behavior, shape good character, and promote students’ physical and mental development. Taking the information engineering Department of Huai’an Industrial technical secondary School as an example, combined with practical experience, this paper puts forward the class routine management strategies such as strengthening class standard construction, attaching importance to class culture construction, carrying out information security education, strengthening moral education and psychological education. We believe that the practical application of these strategies will help to improve the level of class management in secondary vocational schools and promote the healthy development of secondary vocational education.

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