

**SCURRY-ROSSER MIDDLE SCHOOL
CAMPUS IMPROVEMENT PLAN
2015-2016**

Mission Statement

Our purpose is to enable students to pursue excellence, to be competitive in the workplace and in institutions of higher learning, and to make sound, informed, ethical decisions both now and during their future lives.

CAMPUS DECISION-MAKING COMMITTEE

Tara Bachtel, Chairperson
Stephen Sweeney, Assistant Principal
Melissa Truly, Counselor
Robin Reneau, Counselor

PROFESSIONAL STAFF

Pam Gray
Florence Prince
Toni Bramall
Brittany Robertson
Rebecca Woodham

PARENTS

Denise Kolestar
Karen Smitherman

BUSINESS/COMMUNITY

Jace Patton

Scurry-Rosser ISD Goal #1

Provide a safe and supportive environment for all students.

Safety & Security

| GOAL: Provide a safe and supportive educational environment for all students. | | | COORDINATORS: Tara Bachtel, Stephen Sweeney, Melissa Truly, Robin Reneau | | | |
|---|---------------------------------|--|--|----------------------------|--|--|
| PERFORMANCE OBJECTIVE: Develop programs that provide for a safe and supportive environment at schools and school related events. | | | APPROVED BY: Board: November 2015 | | | |
| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED:HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
| Continue programs that support character development such as NJHS and Student Council. | Behavior survey Observations | 4 th - 8 th grades | Teachers Staff Principal | 1st grading period | Films, posters Speakers Assemblies | Discipline referrals |
| Implement an Anti-bullying program. NJHS and Student Council will attend a leadership conference hosted by the Dallas Mavericks – 11/3/15 Bullying Awareness program. Promote awareness of the Anti-bullying Hotline. Posters, Abuse hotline. | Discipline referrals | 4 th , 5 th , 6 th , 7 th , and 8 th grades | Teachers Staff Principal(s) Aides | Each grading period | Films, posters Speakers Assemblies Website DVD | Discipline referrals |
| Include 3 teachers and principal in Crisis Prevention and Intervention training Ruffin, Freeman, Bachtel, Ferguson, Truly | Plan review | All students District employees | Principals | August | Staff time, materials | Resource materials are current and utilized. |
| Continue “Still Waters” presentations to address teen dating violence, choices, positive self-image. | 10/22, 12/17, 2/18, 3/24 | 6 th , 7 th and 8 th grades | Teachers Staff Principal(s) Aides | Four times per year | Films, posters Speakers Assemblies | Discipline referrals |

| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED:HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
|---|---|--|---|---------------------|---|---|
| Secure door locks on all outside doors that stay locked throughout the school day. Raptor system scan driver's license of all visitors with sign in and out times. Self-locking doors (electronic) (front doors) | Secure physical campus. | 4 th , 5 th , 6 th , 7 th , and 8 th grades | All staff members will help monitor the success of the initiative | August 2015 | Materials, including scanning badges that will release the locking mechanism for the doors. | The actual use of the doors as a security device for SRMS |
| Schedule Assemblies on Drug & Alcohol Awareness/Peer Pressure/Making Good Decisions and Choices Look for assembly options – by grade level Still Waters, Kaufman County Sheriff Dept., TVEC-Powerline/electricity Safety. | Observations, Parent Concerns, Office Referrals | 4 th - 8 th | Principal Counselor | August - May | Materials, budget to pay for speaker Still Waters, DPS | Referral Survey |
| Picture/name badges for faculty/staff/administration. | Observations, Parent Concerns | All Staff | All Staff | 2015 | Photography agreement | Observations |
| Crisis Management Procedures flip-chart will be posted in every classroom | Observations | All Staff | All Staff | 2015 | Observations | Observations |
| Campus Administrator located in the "B" building. | Parent/teacher/staff concerns, safety plan | 4 th , 5 th | Assistant Principal | August 2015 | Office space | Observations |

Scurry-Rosser ISD Goal #2

Strive to effectively close the achievement gap as compared to the state standards and/or the No Child Left Behind Act to ensure effective instruction at the student expectation level of the Texas Essential Knowledge and Skills (TEKS).

ACADEMICS

| GOAL: Strive to effectively close the achievement gap as compared to the state standards and/or the No Child Left Behind Act to ensure effective instruction at the student expectation level of the Texas Essential Knowledge and Skills (TEKS). | | | | COORDINATORS: Tara Bachtel | | |
|--|---|--|----------------------------------|--|---|---|
| PERFORMANCE OBJECTIVE: 90% mastery of all students and student subgroups on the STAAR, STAAR Accomodated, STAAR Alternative and other components of the Texas Assessment Program in English Reading, Language Arts, Mathematics, Science, and Social Studies. | | | | APPROVED BY: Board: November 2015 | | |
| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED: HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
| Recognize students that make a significant improvement in core areas (ex. No missing assignments, no failing grades, etc.). | Low/failing grades Progress reports | 4 th , 5 th , 6 th , 7 th , and 8 th grades | Teachers | Begin 2 nd grading period | Teacher ideas Donated prizes | Increased grades in core classes |
| Reward students each semester with: (Triple A Club), Academic Pep Rally <ul style="list-style-type: none"> All A's Perfect attendance Good attitude Also reward for hard work and making progress No missing assignments Possible Rewards: <ul style="list-style-type: none"> Days – (like for Homecoming) Hat Day, Red, White, & Blue Day, No homework day, let teachers know in advance passes, prizes, snacks | Report card grades Attendance percentages and behavioral reports | 4 th , 5 th , 6 th , 7 th , and 8 th grades | Teachers | Begin 2 nd grading period until the end of year | Teacher ideas donated prizes Academic Pep Rallies EOY Awards program | More students w/all A's More A/B Honor Roll students Greater attendance percentages |
| Use research-based instructional strategies in the classroom. | STAAR & Benchmark scores | 4 th – 8 th grades | Principal Curriculum Director | Fall 2015 | Training | Benchmark STAAR Test |
| All classes will teach vocabulary for STAAR. Will support curriculum for STAAR. 12 Powerful Words. | STAAR & Benchmark scores | 4 th – 8 th grades | Elective Teachers | Fall 2015 | Training | Benchmark STAAR Test |

| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED: HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
|---|--|---|----------------------------------|-------------------------------|---|---|
| Added instructional aides in order to serve special needs students more effectively. | IEP's and teacher documentation lacking adequate detail. | 4 th -8 th | Director of Special Education | Fall 2014 | Additional employees Local Funds | IEP, Benchmark data, and teacher documentation |
| Continue dyslexia program grades 4-8 th . | STAAR 2015 Reading Benchmark | 4 th – 8 th | Dyslexia Coordinator | August - May | Aide, Dyslexia Program | STAAR Report Cards |
| Provide students with bus/suburban ride home at 4:30 in order to accommodate students that need tutoring but don't have the means to provide themselves with a ride after school. | Students needing transportation and tutoring. | All populations in need of extra assistance | All core teachers | January 2016 | Bus driver that is willing to drive another route | Student attendance for extra tutorial sessions. |
| Provide a DAEP for 6-12 grades located in Mabank ISD. | Students that do not follow the code of conduct | 6-12 grade students | Principal(s) | 2015-2016 | ACED funds: MS \$10,000 | PEIMS 425 report Referral records |
| Provide additional STAAR materials for at-risk students tutoring. (Accelerated Reader, USAtestprep) Baseline Reading level for every student. | 2015 STAAR scores | 4-8 grade students | Principal(s) | Sept. thru March Oct. 2015 | ACED funds: Supplies \$ Tutoring \$ Aide= \$ | STAAR scores |
| Math Follow the math 4-8 Scope & Sequence and monitor instruction via lesson plans and walk throughs. | 2015 STAAR scores | Teachers | Principal(s) | Daily | Time lines monitoring document Lesson plans | STAAR scores |
| Provide staff development based on disaggregated data from STAAR and benchmark test. AWARE Program, MSTAR, ESTAR | 2015 STAAR scores | Teachers | Curriculum Director | Staff Dev. Day | AWARE data | STAAR scores |
| Science Continue to implement a hands-on, inquiry-based science program. | 2015 STAAR scores– 4 th grade Benchmark – 8 th grade | 4 th -8 th grade teachers | Curriculum Director | Each grading period | Lab materials | STAAR scores |
| Continue training on science materials. | 2015 STAAR scores– 4 th grade Benchmark – 8 th grade | 4 th -8 th grade teachers | Curriculum Director | Each grading period | Lab materials | STAAR scores |

| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED: HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
|--|---------------------------|---|---|---------------------|---|------------------------------------|
| Follow the science 4 th -8 th Scope and Sequence and monitor instruction via walk-throughs/observations.. | 2015 STAAR scores | Teachers | Principal | Daily | Timeline Monitoring Documents Lesson plans | STAAR scores. |
| Language Arts Follow the Language Arts 4 th -8 th Scope and Sequence and monitor instruction via lesson plans and walk-throughs/observations. | 2015 STAAR scores | Teachers | Principal | Daily | Timelines Monitoring documents Lesson plans | STAAR scores |
| Provide staff development based on disaggregated data. AWARE program | 2015 STAAR Eng/LA Writing | Teachers | Principal | 2015-2016 | Region 10 agenda Time Materials | STAAR scores |
| Social Studies Follow the Social Studies Scope & Sequence and monitor instruction via lesson plans and walk-throughs/observations. | 2015 STAAR scores | Teachers | Principal | Daily | Timelines Monitoring documents Lesson plans | STAAR scores |
| To address system safeguards missed in 2015 the following will be implemented: --monitoring of the pacing and instructional strategies used. --progress monitoring of curriculum mastery using USAtestprep | 2015 STAAR scores | Teachers | Principal | Daily | Timelines Monitoring documents Lesson plans | STAAR scores |
| Provide staff development based on disaggregated data from the STAAR and benchmark test. | 2015 STAAR Eng/LA Writing | Teachers | Principal | August 2015 | Region 10 agenda Time Materials | STAAR scores |
| Implement one school-wide benchmark assessment per year for the core areas. | 2015 STAAR scores | 4 th -8 th grade students | Principal | Jan. 2015 | Benchmark test Time ACED funds: | STAAR scores |
| Assessments Include short answer question on Social Studies, Science, etc –Critical Writing | 2015 STAAR scores | Teachers | Principal | Daily | Timelines Monitoring documents Lesson plans | STAAR scores |
| To meet all state safeguards on the 8 th grade Social Studies STAAR test. | 2015 STAAR scores | Economically disadvantaged sub-population | 8 th grade SS teacher, Principal | Daily | USAtestprep monitoring docs unit tests | STAAR scores |

| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED: HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
|---|---|--|----------------------------------|---------------------|---|--|
| Retrain all teachers using the five components and focus on identified area of need: Monthly SPED Trainings LRE Related Services Initial evaluation and pre-evaluation Re-evaluation Transition | Train all teachers with CAP video PBMAS/SPED – 9, 10, 13 | Teachers | Special Education Coordinator | 2015 Monthly | CAP Video Time PBMAS manual | Sign in sheet SPED STAAR-M SPED annual data reports PBMAS |
| Installed “inclusion” for all Special Education students. Teachers assigned with Special Education students will have an aide for mentoring. | STAAR 2015 AYP | SPED Students | Teachers Para-professionals | 2015- 2016 | Salaries | STAAR Assessments Six Wks Grades |
| To increase rigor, include short answer questions on assessments in all core subjects. | STAAR 2015 | 4 th – 8 th grade | Teachers | 2015 - 2016 | Lesson Plans | STAAR Scores Benchmarks |

Advanced Courses:

| GOAL: Strengthen all core academic and elective curricula for all students, as well as extra-curricular and co-curricular activities. | | | COORDINATORS: Tara Bachtel | | | |
|--|--|---|---|-------------------------------------|--|---|
| PERFORMANCE OBJECTIVE: Increase the percentage of students in advanced academic courses to 25%. | | | APPROVED BY: Board: November 2015 | | | |
| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED: HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
| Increase standards/criteria for Pre-AP classes at middle school -Only one Algebra 1 section for 8 th grade to protect the integrity of the advanced class. | Pre-AP criteria evaluation STAAR data | 6 th , 7 th , and 8 th Pre-AP or Gifted and Talented students | Principal(s) Counselor | Plan this school year for 2016-2017 | Course outline | Mastery of Pre-AP objectives |
| Provide GT training for all PreAP teachers | GT Curriculum | GT Students | Principal Region 10 Teachers All New Teachers | 2015-2016 | Region 10 | GT Certificate |
| Continue Gifted and Talented training for all Pre-AP teachers. Monitor and adjust Pre-AP teachers (highly qualified) to inclusion students. | AYP report AEIS report | Teachers | Curriculum Director | 2015-2016 | Region 10 Staff Development | GT Certificates GT Guidelines AEIS report |

Scurry-Rosser ISD Goal #3

Maintain high attendance rate of 98% or better.

Attendance & Dropout Plan

| GOAL: Maintain high attendance rates at 98% or better. | | | COORDINATORS: Tara Bachtel | | | |
|--|-------------------------|---|---|--------------------------------------|---|---|
| PERFORMANCE OBJECTIVE: Improve student attendance to 97.7% district-wide. | | | APPROVED BY: Board: November 2015 | | | |
| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED:HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
| Reward <u>perfect</u> attendance each grading period. Implement the reward | Attendance percentage | 4 th , 5 th , 6 th , 7 th , and 8 th grade Teachers and Staff | Principal(s) Counselor Teachers | Begin 2 nd grading period | Teachers and staff ideas Donated items | ADA |
| Triple A Club Attendance race – the grade level with the highest attendance gets to go on a field trip to the Perot museum. | Attendance percentages | 4 th , 5 th , 6 th , 7 th , and 8 th grade Teachers and Staff | Principal(s) Counselor Teachers | Begin 2 nd grading period | Teachers and staff ideas Donated items | Student and staff participation |
| Display pictures of the group with perfect attendance in the paper. Recognize perfect attendance during announcements | Attendance percentages | 5 th , 6 th , 7 th , and 8 th grade | Principal(s) Counselor | Grading period | Teachers and staff | ADA |

| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED: HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
|--|-----------------------|---|---------------------------------------|--|--|------------------------------------|
| Letter Home About effects of poor attendance. | Attendance percentage | 4 th , 5 th , 6 th , 7 th , and 8 th grade Teachers and Staff | Principal(s) Counselor Teachers | Begin 2 nd 9 weeks and each six weeks | Teachers and staff | ADA |
| Contest with previous weeks attendance totals Attendance Chart Grade Level competition Display graphs in cafeteria Attendance race | Attendance percentage | 4 th , 5 th , 6 th , 7 th , and 8 th grade Teachers and Staff | Principal(s) Counselor Teachers | Begin 2 nd 9 weeks and each 9 weeks | Individual attendance rewards (3 absences or less/grading period Drawing | ADA |
| Report Triple A Club Participants to local newspaper. | Parent Survey | Student Body Community | Principal(s) Counselor(s) | 2015- 2016 | Counselor | ADA |

Scurry-Rosser ISD Goal #4

Maintain collaborative communication with all stakeholders within the community.

Parent Involvement

| GOAL: Maintain collaborative communications with all stakeholders within the community. | | | | COORDINATORS: Tara Bachtel | | |
|--|--|--|---|---|--|---|
| PERFORMANCE OBJECTIVE: Establish a baseline for PK-12 parents participating in school or district activities which focus on improving their child's academic performance. | | | | APPROVED BY: Board: November 2015 | | |
| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED: HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
| Present the end of year awards program during the evening so parents can be present. Stagger Awards program 4 th /5 th 6:00 pm 6 th -8 th – 7:00 pm | Broader recognition of students | 4 th , 5 th , 6 th , 7 th , and 8 th grades | Principal Counselor | February/ May | Gym Sound system | Attendance at awards program |
| Schedule a career day and include parents. | Connection between classes and the work world survey | 4 th , 5 th , 6 th , 7 th , and 8 th grades | Principal Counselor | Spring 2015 | Parents Community | Students course selections and electives |
| Use of TxEIS Parent Portal, Remind.com, Group email for grade level parents, Notify me and Teacher Websites. | Grade Monitoring | Parents | Principal Technology Coordinator Teachers | 2015-2016 | Software Computers | Monitor Use |

| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED: HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
|---|----------------------------|---------------------|---|----------------------------|--|---|
| Inform parents of the school report card/AEIS report and of the FIRST report card. | SB Policy HB 3297 | Parents | Principal(s) | 1 st Semester | AEIS School report card Website | 1 st six weeks report card |
| Train teachers to address obesity, cardiovascular disease and Type II diabetes. Compliance Training. | SB Policy SB 42 | Teachers | Principal(s) Nurse | 2015-2016 | School nurse Science and PE teachers Region 10 | Sign in sheet Certificates |
| Increase communication of academic and extracurricular achievements by students. | Board Goal | Community Parents | Principal(s) Curriculum Director | 2015-2016 | Local Funds Web Newspaper Campus Website | Newsletters Communiqués Webpage |
| To Promote Parent involvement in school: Develop a list of “jobs” parents can help with throughout school year. Include Parent/Teacher Meetings. | Parent involvement Numbers | Community Parents | Principal(s) Counselor Staff | 2015-2016 | Copies | Sign-in Sheet |
| Positive phone calls. | Parent Survey Referrals | Community Parents | School Staff | 2015-2016 | Phone Log | Referrals Failure list |
| Presentation for parents about technology used at school. Ex. Chromebooks, eTextboks, BYOD procedures, etc. | Parent information | Community Parents | Principal | 2015-2016 Open House | Community Survey | Sign-in Sheet |

Scurry-Rosser ISD Goal #5

Maintain technology opportunities to enhance the quality of education for all teachers and students.

Integration of Technology

| GOAL: Maintain technology opportunities to enhance the quality of education for all teachers and students. | | | | COORDINATORS: Tara Bachtel | | |
|---|-------------------------|---------------------|---|---|---|---|
| PERFORMANCE OBJECTIVE: Integrate technology into teaching and learning experiences. | | | | APPROVED BY: Board: November 2015 | | |
| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED:HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
| Continue using on-line lesson plans using the district program linked to district webpage. | Online resources review | Classroom teachers | Principal(s) Jan Thompson | Fall 2015 | Computers | Lesson plans Monitoring sheets |
| Increase efficiency using smart boards. | Teacher request | Classroom teachers | Principal(s) Jan Thompson | Annual | Local Funds | Lesson plans Monitoring sheets |
| Allow teachers to have more access to sites for research, including YOUTUBE, United Streaming. | Limited research | Classroom teachers | Principal(s) Jan Thompson | 2015-2016 | Internet access training | Lesson plans Monitoring sheets |

| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENTS | TARGET GROUP | STAFF/OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED:HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
|---|---|---------------------------------|--|---------------------|--|------------------------------------|
| Provide staff training for teachers to learn specific programs/software. Tech Tuesday for staff | Teacher use of software in the classroom report | Teachers | Principal(s) Computer lab coordinator | 2015-2016 | Time Software | Sign in sheet |
| Update computer labs for on-line testing | New regulations | Teachers | Principal(s) Computer lab | 2015 | Hardware and software | Test results |
| Use of online grade posting – TxEIS Parent Portal | Grade monitoring by parents | Teachers Parents Students | Principal(s) Technology Consultant | 2015-2016 | Software | Monitor use of system |

Scurry-Rosser ISD Goal #6

Meeting the standards of the Financial Integrity Rating System of Texas (FIRST).
(Recruitment and Retainment)

Recruitment and Retainment

| GOAL: Provide salary, benefits, training, working conditions and staff development conducive to recruiting and retaining high quality, highly qualified professional and paraprofessional staff. | | | COORDINATORS: Tara Bachtel | | | |
|---|-------------------------|---------------------|---|----------------------------|--|---|
| PERFORMANCE OBJECTIVE: 100% of all professional and paraprofessional personnel will meet the definition of "highly qualified" according to No Child Left Behind by the end of 2007-2008 | | | APPROVED BY: Board: November 2015 | | | |
| STRATEGIES INCLUDING STAFF DEVELOPMENT | NEEDS ASSESSMENT | TARGET GROUP | STAFF/ OTHER PERSONS RESPONSIBLE | TIMELINE START/ END | RESOURCES NEEDED: HUMAN MATERIAL FISCAL | EVIDENCE OF MONITORING/ ATTAINMENT |
| Include teacher panels when interviewing and hiring new teachers. | Interview protocol | Teachers | Principal | Spring 2016 | Teachers Time | Teachers participate in process |
| Employ teachers with certifications that meet highly qualified status. | Interview protocol | New teachers | Principal | June-August | State and local funds | SBEC certificate |
| Compensate teachers with a masters degree an extra \$1000 | | Teachers | Principal | 2015-2016 | State and local funds | College Diploma |