



HERNDON MAGNET SCHOOL
11845 GAMM ROAD
BELCHER, LA 71004
(318) 221-7676•(318) 226-9465•(318)296-4224
FAX (318) 296-4554
 herndonmagnetschool.com



<u>Administrators:</u>	
Mrs. Brenda McDonald – Principal	221-7676
Mrs. Katie Cross – Assistant Principal of Instruction	364-1456
Mr. Tom Thomas – Assistant Principal of Administration	364-1457
Mrs. Betty Swain – Instructional Coordinator	364-1455
<u>Counselor:</u>	
Mrs. Judi Gaharan -- Elementary	364-1463
<u>Office Staff:</u>	
Mrs. Teri Bagley – Secretary/Bookkeeper	364-1453
Mrs. Tracy Sparaco – Office Aide	364-1451
Mrs. Pearlie Johnson – Office Aide	364-1450
Mrs. Sandy Johnson – Office Aide (Attendance)	364-1452
<u>Cafeteria Manager</u>	
TBA	364-1447
<u>Transportation</u>	
Vivian Bus Barn	375-2754
CPSB Transportation	603-6535
<u>PTSA</u>	
Shelly Mathews	

Whom do I call if I...

Want to talk to a teacher... call 221-7676, the secretary will route you to the teacher’s voicemail. (Direct numbers and email addresses for teachers are also listed on the HMS website: herndonmagnetschool.com)

Want to set up a conference with my child’s teachers...call the counselor.

Need to get assignments due to an extended illness...call the counselor.

Have a question regarding my child’s absence or attendance...call the Attendance Clerk, Sandy Johnson.

Have a question regarding my child’s standardized test schools...call the counselors.

Want to volunteer to help with activities...call Mrs. Shelly Mathews, PTSA President.

Want information about a late bus...call the bus barn at 375-2754.

Want to make a bus change for my child...call Tracy Sparaco.

Am moving and need my child’s records...call the counselor.

Have a question about the cafeteria...call the Cafeteria Manager.

Have questions about assemblies or field trips...call Pearlie Johnson.

Need to let the office know that your address has changed...call Sandy Johnson.

Know someone who is interested in applying to attend Herndon Magnet School...call Betty Swain, Instructional Coordinator (elementary) or Katie Cross, API (middle school).