

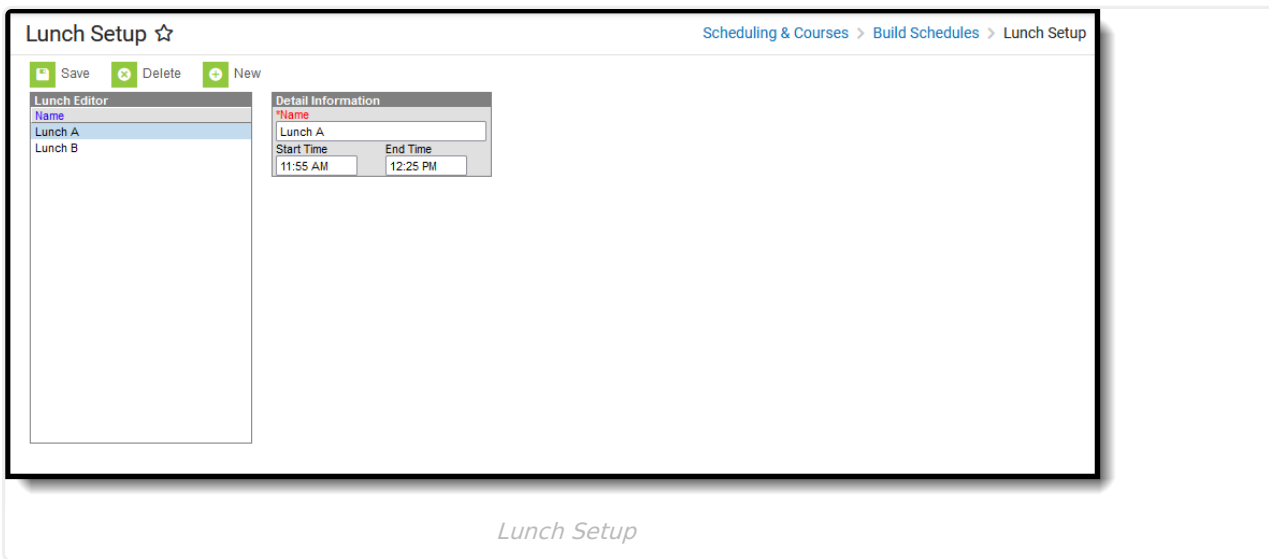
# Lunch Setup

Last Modified on 04/17/2026 9:07 am CDT

Tool Search: Lunch Setup

The Lunch Setup tool allows a school to list different lunch names that can be assigned to students for scheduling purposes when the school has multiple lunch periods. Lunches are assigned to the [Course Section](#).

When a school has different times for students to eat, create lunches on this tool.



See the [Lunch Setup Tool Rights](#) article for information about rights needed to use this tool.

## Lunch minutes and instructional time

When lunch minutes are recorded in Calendar Periods, those minutes are subtracted from instructional time. For this purpose, schools may extend the period immediately before lunchtime or immediately after lunchtime instead of having a separate lunch period.

When a lunch period is included in the Calendar Periods, that information prints on the student's Schedule.

Start and End Times can be added for the Lunch labels. Those times are used in the calculation of Present Minutes when using [Check In/Check Out](#) attendance and when transferring present minutes between [Cross-Site Enrollment](#) schools. The calculated amount of present minutes in a period is always reduced by the number of lunch minutes in that period.

- When Lunch Setup is used for a period, those minutes are given priority in that lunch minutes are subtracted first before subtracting instructional minutes.
- When Lunch Setup is not used, the lunch minutes assigned to the period in Period Setup will be used.
- When a section has a lunch label with no lunch minutes assigned in Period Setup, the normal check-in and check-out logic applies.

## Create lunches

1. Select the **New** button from the Action bar. A Detail Information editor displays.
2. Enter the **Name** of Lunch.
3. Add the **Start Time** and **End Time** for the Lunch.
4. Click the **Save** button when finished. The lunch displays in the Lunch Editor.

## Add lunch minutes to Calendar Periods

Tool Search: Periods

A Lunch Time column displays on the [Calendar Periods](#) editor. This is populated with a numeric value of the total lunch time and is subtracted from the day's total instructional minutes.

There are different ways to include lunch time in Periods. The first way is to add the total lunch minutes to the Lunch Time column. This Lunch Time value is then automatically subtracted from the total instructional time for that period.

The screenshot shows the 'Period Setup' interface. At the top, there are navigation links: 'Scheduling & Courses > Calendar Setup > Period Setup'. Below the navigation are several action buttons: 'Save Period Schedules', 'New Period Schedule', 'Delete Period Sched/Periods', and 'Copy Period Sched/Periods'. On the left, there is a list of subject codes: RDG, SCI, SOC, ITL, ELA, and Exta Cur. The main area contains a 'PeriodSchedule Info' table and a 'Period Info' table. The 'Period Info' table has columns for Name, Sequence, Start Time, End Time, Lunch Time, Non-Instructional, and Responsive. The row for Period 2 (PM) is highlighted with a red box, showing a Lunch Time of 30 minutes.

PeriodSchedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day		
Everyday	1	<input type="checkbox"/>	360	380		

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
AM	1	07:45 AM	11:40 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
PM	2	11:40 AM	02:05 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
ART	3			0	<input type="checkbox"/>	<input type="checkbox"/>
MUS	4			0	<input type="checkbox"/>	<input type="checkbox"/>
PE	5			0	<input type="checkbox"/>	<input type="checkbox"/>
BAND	6			0	<input type="checkbox"/>	<input type="checkbox"/>
ORCH	7			0	<input type="checkbox"/>	<input type="checkbox"/>
MATH	8			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RDG	9			0	<input type="checkbox"/>	<input type="checkbox"/>
SCI	10			0	<input type="checkbox"/>	<input type="checkbox"/>
SOC	11			0	<input type="checkbox"/>	<input type="checkbox"/>

*Lunch Time Minutes Entered for a Period*

Another option is to have a separate period that is for Lunch. In the example below, lunch is during Period 4, called LUNCH. Lunch Time minutes are still entered, and that time is still deducted from the overall instructional time for the day.

Period Setup ☆ Scheduling & Courses > Calendar Setup > Period Setup

Save Period Schedules | New Period Schedule | Delete Period Sched/Periods | Copy Period Sched/Periods

03	03	03
04	04	04
05	05	05
06	06	06
07	07	07
08	08	08
09	09	09
10	10	10

**PeriodSchedule Info**

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
2	2	<input type="checkbox"/>	349	405

**Period Info**

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X Advisory	1	09:20 AM	09:50 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 01	2	09:52 AM	10:37 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 02	3	10:41 AM	11:26 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X LUNCH	4	11:30 AM	12:47 PM	30	<input type="checkbox"/>	<input type="checkbox"/>
X 04	5	12:51 PM	01:38 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 05	6	01:42 PM	02:27 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 06	7	02:31 PM	03:16 PM	0	<input type="checkbox"/>	<input type="checkbox"/>

Lunch Period in Schedule

For schools that designate lunch can occur at any interval within a period, enter the lunch duration next to that period. For example, a school has two lunch groups: one eats between 11:15 am and 11:40 am, and the other between 11:40 am and 12:05pm. The calendar period has a start time of 11 am and an end time of 12:19 pm. 25 minutes is set aside for lunch (meaning, instructional minutes are not calculated).

## Set the lunch assignment on the Course Section

### Tool Search: Sections

Once Lunch groups have been created, the **Lunch** field displays on the [Course Section](#) Editor. This field should be populated for any section that meets during the period when lunch occurs.

Section Information ☆ Scheduling & Courses > Courses > Section Information

1106-4 Reading 6 Teacher: Related Tools ^

Save | Delete

**Section Editor**

SectionID 640563	Teacher Display Name Moe, Justin
*Section Number 4	Lunch Count <input type="checkbox"/>
Max Students (33)	Milk Count <input type="checkbox"/>
Room ▼	Adult Count <input type="checkbox"/>
Hide Standards On Portal <input type="checkbox"/>	Custom Count 1 <input type="checkbox"/>
Online Learning (Override) ▼ 0	Custom Count 2 <input type="checkbox"/>
Primary Teacher Moe, Justin Rodney	Custom Count 3 <input type="checkbox"/>
Period Count Override 03	Skippy Seq <input type="checkbox"/>
	Team ▼
	Lunch Lunch A
	External LMS Exclude <input type="checkbox"/>
	Homeroom <input type="checkbox"/>

Lunch Assignment on Section Information

# View lunch assignment on Student Schedules

Tool Search: Student Schedule

For students enrolled in sections that meet during that period when lunch is assigned on the Section, the student's Schedule indicates when lunch is scheduled and to which lunch group the student is assigned. This is also included when printing the schedule.

The screenshot displays a student's schedule for Friday, 10/6/2023. The student is Christopher, in Grade 06, with Student # 123456. The schedule shows five periods. The 1:00 PM period is highlighted with a red box and contains the text: "Reading 6" and "Period 04 - Lunch: Lunch A". Other periods are marked as "No Scheduled Course".

Time	Course/Assignment
10:00 AM	No Scheduled Course Period 01
11:00 AM	No Scheduled Course Period 02
12:00 PM	No Scheduled Course Period 03
1:00 PM	Reading 6 Period 04 - Lunch: Lunch A
2:00 PM	No Scheduled Course Period 05

*Lunch Display on Student Schedule*