

Lunch Setup

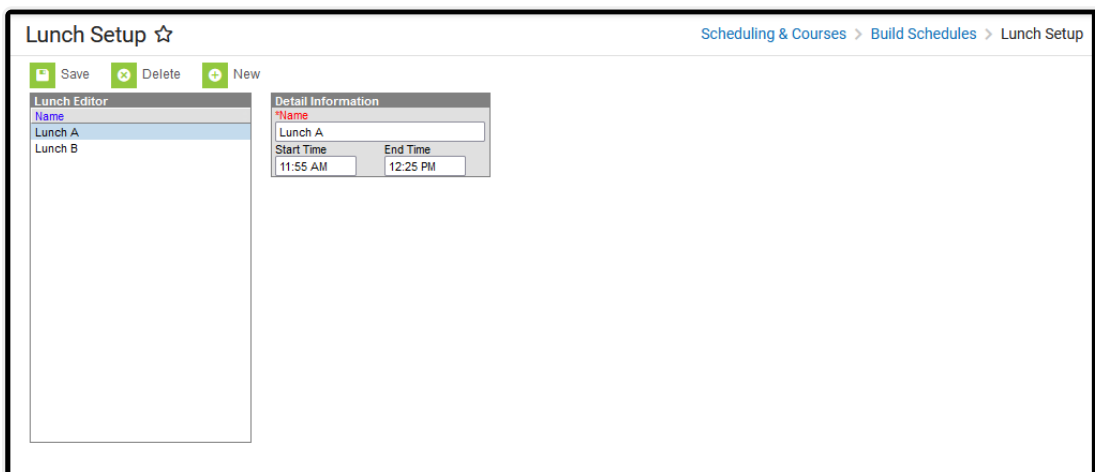
Last Modified on 12/14/2025 8:45 pm CST

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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 for a school that 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.



Lunch Setup

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

When lunch minutes are noted on the [Calendar Periods](#), that time is subtracted from instructional time. For this purpose, schools may extend the period immediately before the lunch time or immediately after the lunch time 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. 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, priority is given so that those minutes are used. 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 that has no lunch minutes assigned in Period Setup, normal check-in and check-out logic applies.

Create Lunches

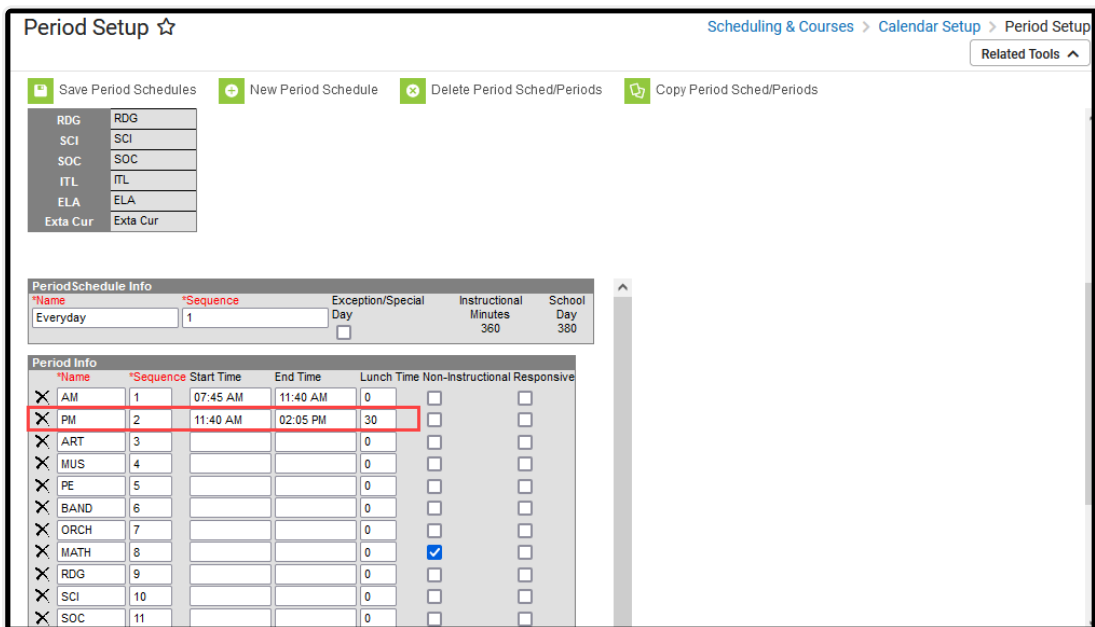
1. Select the **New** button from the Action bar. A Detail Information editor displays.
2. Enter the **Name** of Lunch.
3. Add the **Start Time** and **End Time** for the Lunch.
4. Click the **Save** button when finished. The lunch displays in the Lunch Editor.

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' window. At the top, there are navigation links: 'Scheduling & Courses > Calendar Setup > Period Setup'. Below the navigation bar, there are four action buttons: 'Save Period Schedules', 'New Period Schedule', 'Delete Period Sched/Periods', and 'Copy Period Sched/Periods'. A 'Related Tools' dropdown menu is also visible. Below the buttons, there is a table of period codes (RDG, SCI, SOC, ITL, ELA, Ext Cur) and a 'PeriodSchedule Info' section. The 'PeriodSchedule Info' section contains fields for 'Name' (Everyday), 'Sequence' (1), 'Exception/Special Day' (checkbox), 'Instructional Minutes' (360), and 'School Day' (380). Below this, there is a 'Period Info' table with columns: 'Name', 'Sequence', 'Start Time', 'End Time', 'Lunch Time', 'Non-Instructional', and 'Responsive'. The table lists periods 1 through 11. Period 2 (PM) is highlighted with a red box, and its 'Lunch Time' field is set to 30. Period 8 (MATH) has a blue checkmark in the 'Non-Instructional' column.

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

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 Related Tools ^

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

Set Lunch Assignment on Course Section

Tool Search: Sections

Once Lunch groups have been created, a **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 Related Tools ^

1106-4 Reading 6 Teacher:

Save Delete

Section Editor

SectionID 640568

*Section Number 4

Max Students (33)

Room

Hide Standards On Portal

Online Learning (Override)

Primary Teacher Moe, Justin Rodney

Period Count Override 0

Teacher Display Name Moe, Justin

Lunch Count

Custom Count 1

Skinny Seq

Advisory

Milk Count

Custom Count 2

Team

External LMS Exclude

Adult Count

Custom Count 3

Homeroom


Lunch Lunch A

Lunch Assignment on Section Information

Student Schedules

Tool Search: Student Schedule

For students enrolled in sections that meet during that period where 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.



Schedule ☆

Student, Christopher
Counselor: Staff, James

Student #: 123456
Grade: 06
DOB: 05/25/2011

ELL

[Student Information](#) > [General](#) > [Schedule](#)

Related Tools ^

Today

10/6/2023

Day

S1/Q2 - Fri 10/06 - 1

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