

# Lunch Setup

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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.

<b>Name</b>	Lunch A
<b>Start Time</b>	11:55 AM
<b>End Time</b>	12:25 PM

*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.

Period Setup ☆

Scheduling & Courses > Calendar Setup > Period Setup

Related Tools ▾

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

RDG	RDG
SCI	SCI
SOC	SOC
ITL	ITL
ELA	ELA
Exta Cur	Exta Cur

**Periods Schedule Info**

*Name	*Sequence	Exception/Special	Instructional Minutes	School Day
Everyday	1	Day	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

[Related Tools](#)

 Save Period Schedules

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

 New Period Schedule

 Delete Period Sched/Periods

 Copy Period Sched/Periods

**PeriodSchedule Info**

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

**Period Info**

<b>*Name</b>	<b>*Sequence</b>	<b>Start Time</b>	<b>End Time</b>	<b>Lunch Time</b>	<b>Non-Instructional</b>	<b>Responsive</b>
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

1106-4 Reading 6 Teacher:
[Related Tools ▾](#)

 Save
 Delete

**Section Editor**

SectionID  
640568

**\*Section Number**  
4

Max Students  
(33)

Room

Hide Standards On Portal

Online Learning (Override)  (0)

**Teacher Display Name**  
Moe, Justin

Lunch Count	Milk Count	Adult Count
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Count 1	Custom Count 2	Custom Count 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Team

Advisory

External Links Exclude

Homeroom

Skinnny Seq

Lunch

Lunch A

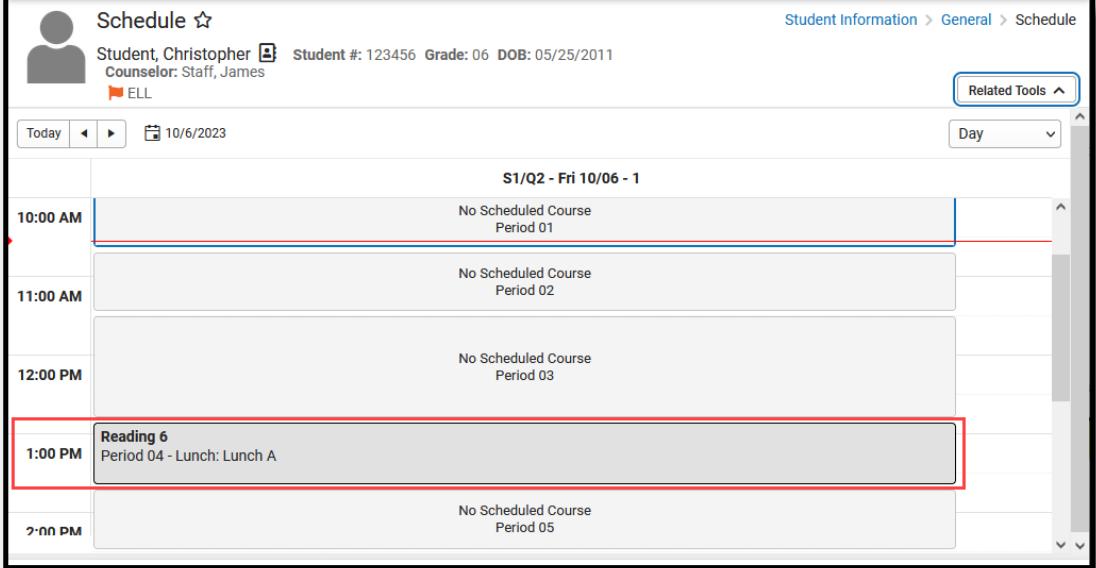
Custom Count 4

### *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.



The screenshot shows a student's daily schedule for Friday, October 6, 2023. The schedule is divided into four periods: 10:00 AM, 11:00 AM, 12:00 PM, and 1:00 PM. The 1:00 PM period is highlighted with a red box and contains the text "Reading 6" and "Period 04 - Lunch: Lunch A". The other periods are labeled "No Scheduled Course" and "Period 01", "Period 02", and "Period 03" respectively. The top of the screen displays the student's name, ID, grade, and DOB, along with a "Related Tools" button. The bottom of the screen shows a caption: "Lunch Display on Student Schedule".