

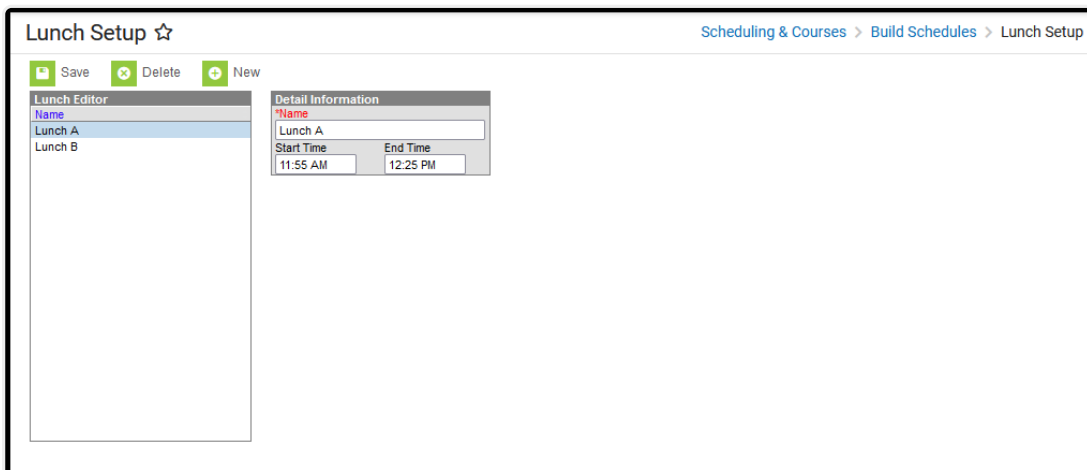
# Lunch Setup

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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.



*Lunch Setup*

**Read** - View lunch groups created for a school.

**Write** - Edit existing lunch groups created for a school.

**Add** - Add new lunches to a school.

**Delete** - Permanently remove lunches for a school.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

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' 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 course codes: RDG, SCI, SOC, ITL, ELA, and Exta Cur. The main area contains a 'Period Schedule Info' section with fields for Name (Everyday), Sequence (1), Exception/Special Day, Instructional Minutes (360), and School Day (380). Below this is a 'Period Info' table with the following columns: Name, Sequence, Start Time, End Time, Lunch Time, Non-Instructional, and Responsive. The table contains 11 rows of periods. The second row, labeled 'PM' with Sequence 2, has a Start Time of 11:40 AM, an End Time of 02:05 PM, and a Lunch Time of 30. This row is highlighted with a red border. The 'MATH' period (Sequence 8) has a checked box in the 'Non-Instructional' column.

*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 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**

Section ID 640563	Teacher Display Name Moe, Justin	Lunch Count	Milk Count	Adult Count
*Section Number 4	Custom Count 1	Custom Count 2	Custom Count 3	
Max Students (33)	Skippy Seq	Team	Lunch Lunch A	Homeroom
Room	Advisory	External LMS Exclude		
Hide Standards On Portal				
Online Learning (Override)				
Primary Teacher Moe, Justin Rodney				
Period Count Override				

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 schedule for Christopher, Student # 123456, Grade 06, DOB 05/25/2011. The schedule is for Friday, 10/6/2023. The interface includes a header with student information, a date selector, and a 'Day' dropdown menu. The schedule grid shows five periods. Period 04, from 1:00 PM to 2:00 PM, is labeled 'Reading 6' and 'Period 04 - Lunch: Lunch A'. This period is highlighted with a red border. Other periods (01, 02, 03, 05) are labeled 'No Scheduled Course'.

Time	Course/Activity
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*