

# Lunches [.2231 - .2339]

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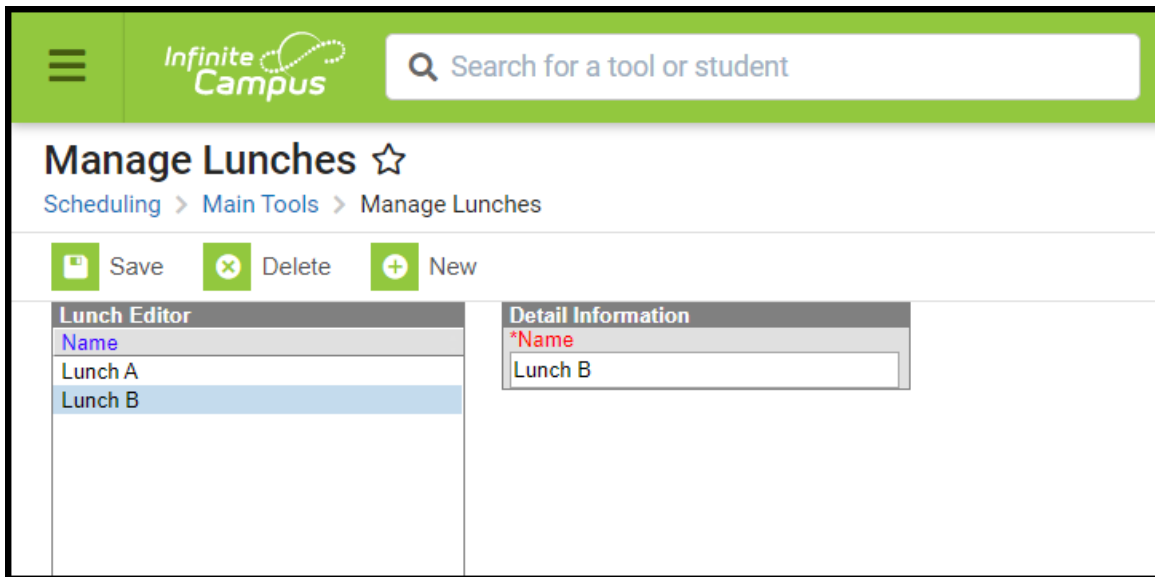
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**Classic View:** [Scheduling](#) > [Lunches](#)

**Search Terms:** [Manage Lunches](#)

The Manage Lunches 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.



## Manage Lunches Tool

Lunches are assigned to the [Course Section](#). 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.

If a lunch period is included in the Calendar Periods, that information will be printed on the student's Schedule.

This is not required setup for courses. If this is the desired way lunch should be tracked, follow the procedures below.

## Create Lunches

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

# Add Lunch Minutes to Calendar Periods

**Classic View:** System Administration > Calendar > Calendar > Periods

**Search Terms:** 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. In the example below, the lunch period is a separate period in the schedule. Another way to do this is to have the period before it (period 5) have a start time of 11:22am and an end time of 12:07pm, and a 25 minute lunch period is part of period 5.

The screenshot shows the 'Periods' editor interface. At the top, there are tabs for 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', 'Periods', and 'Days'. Below the tabs are buttons for 'Save Period Schedules', 'New Period Schedule', and 'Delete Period Sched/Periods'. The main area is titled 'Period Schedule/Periods Editor' and contains a 'Name' input field. Below this is a 'PeriodSchedule Info' section with fields for '\*Name', '\*Sequence', 'Instructional Minutes', and 'School Day'. The 'Period Info' section contains a table with columns for '\*Name', '\*Sequence', 'Start Time', 'End Time', 'Lunch Time', and 'Non-Instructional'. The table lists periods 00 through 09. Period 05 is highlighted with a red box, showing a start time of 11:00 AM, an end time of 12:19 PM, and a lunch time of 25 minutes. At the bottom, there is an 'Add Period' button and a note about 'Instructional Minutes Preference for 2016-17 School Year'.

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional
00	1			0	<input type="checkbox"/>
01	2	07:20 AM	08:11 AM	0	<input type="checkbox"/>
02	3	08:18 AM	09:05 AM	0	<input type="checkbox"/>
03	4	09:12 AM	09:59 AM	0	<input type="checkbox"/>
04	5	10:06 AM	10:53 AM	0	<input type="checkbox"/>
05	6	11:00 AM	12:19 PM	25	<input type="checkbox"/>
06	7	12:26 PM	01:13 PM	0	<input type="checkbox"/>
07	8	01:20 PM	02:10 PM	0	<input type="checkbox"/>
08	9			0	<input checked="" type="checkbox"/>
09	10			0	<input checked="" type="checkbox"/>

## Lunch Time Minutes Assigned to a Calendar

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

**Classic View:** System Administration > Calendar > Calendar > Sections

**Search Terms:** Sections

Once the Lunches 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 (in this example, sections that meet in Period 5).

The screenshot shows the 'Section Editor' interface with the following fields and values:

- SectionID: 329274
- \*Section Number: 2
- Teacher Display Name: Colson, Rocco
- Max Students: (20)
- Room: 0231
- Online Learning (Override): (0)
- Primary Teacher: Colson, Rocco
- EE Site-Based Initiative Override: [Dropdown]
- EE Inst. Approach Impl. Override: [Dropdown]
- Period Minutes Override: [Input]
- EE Instructional Approach Override: [Dropdown]
- Period Count Override: [Input]
- EE Site-Based Impl. Override: [Dropdown]
- Primary Teaching Mode Override: [Dropdown]
- Non-Primary Teaching Mode Override: [Dropdown]
- Instruction Method Override: [Dropdown]

The 'Lunch' dropdown menu is highlighted with a red box and set to 'Lunch 1'. Other dropdowns include 'Skinny Seq', 'Team', and 'Homeroom'.

The 'Section Schedule Placement' table is shown below:

Terms	Section Schedule Placement			
	Q1	Q2	Q3	Q4
00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Print Student Schedules

**Classic View:** [Student Information](#) > [General](#) > [Schedule](#)

**Search Terms:** [Student Schedule](#)

For students enrolled in sections that meet during that period where lunch is assigned on the Section, a printed Schedule indicates the lunch period for which the student is scheduled.

2016-17 High School		Student Schedule		
Generated on 06/03/2016 11:18:23 AM Page 1 of 1		Grade: 09 Student Number: 736 Courses enrolled: 2 Mailing Address:		
	Term Q1 (09/01/16- 10/31/16)	Term Q2 (11/01/16- 12/31/16)	Term Q3 (01/01/17- 03/01/17)	Term Q4 (03/02/17- 04/30/17)
00	EMPTY	EMPTY	EMPTY	EMPTY
01	EMPTY	EMPTY	EMPTY	EMPTY
02	EMPTY	EMPTY	EMPTY	EMPTY
03	EMPTY	EMPTY	EMPTY	EMPTY
04	EMPTY	EMPTY	EMPTY	EMPTY
05	0015-2 Core Foods I Rm: 0231 Lunch: Lunch 1	0015-2 Core Foods I Rm: 0231 Lunch: Lunch 1	0016-2 Core Foods II Rm: 0231	0016-2 Core Foods II Rm: 0231
06	EMPTY	EMPTY	EMPTY	EMPTY
07	EMPTY	EMPTY	EMPTY	EMPTY
08	EMPTY	EMPTY	EMPTY	EMPTY
09	EMPTY	EMPTY	EMPTY	EMPTY

*Lunch Selection on Printed Student Schedule*