

Lunches

The Lunches screen is used to set up lunch schedules for students. Students are assigned a lunch using lunch rules. The student's lunch assignment is displayed on his/her schedule.

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing

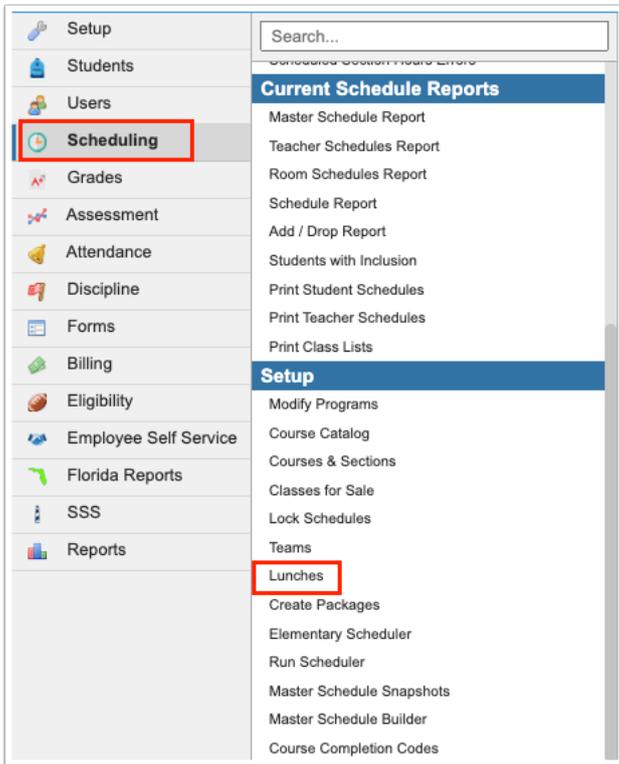
Effective Date: September 1 2022 Include Inactive Courses [Print Schedule](#) BILL BY: **Schedule** [View Student Invoices](#) [Create Invoice](#) **Course List** [Weekly Planner](#) Show Florida Fields Show Vocational/WDIS Fields [Save](#)

Lunch A 10 Classes [Send Messages](#) [Customize Columns](#) [Mass Update](#)

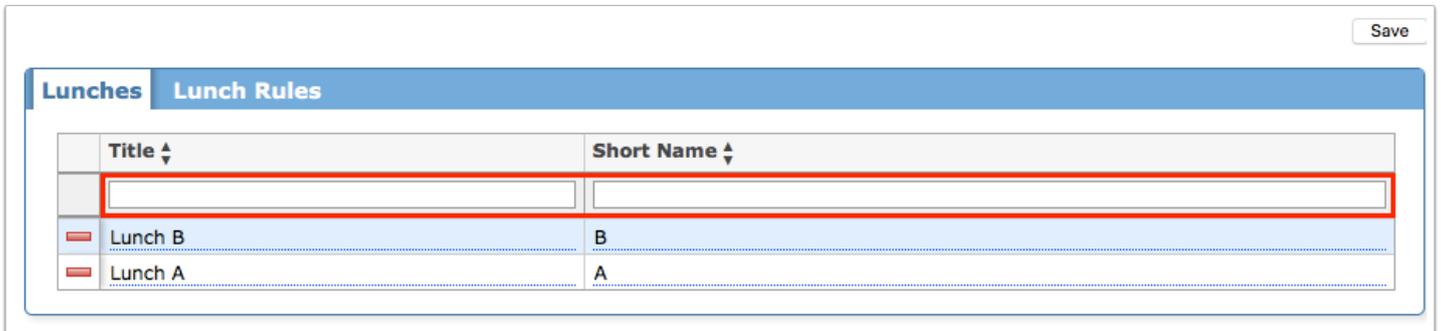
Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Estimated Course Completion Date	Estimated Program Completion Date	Billed	Attended Hours	Dropped	Completion Code	Distance Learning	AGE Online Course Delivery In
FIRST GRADE	01 01 - 903 - Celina Perez	5100070	903	MTWHF	1 125	Full Year	Aug 15, 2022	Completed	N/A		00:00	-	N/A	N/A	-
FNC BAS SKLS READ E	Period 2 - 018 - Celina Danielle Perez	5010020 1	018	MTWHF	1 125	Full Year	Aug 15, 2022	Completed	N/A		00:00	-	N/A	N/A	Z - Not enrolled in an asynchronous
ACCESS LANG ART - 1	03 03 - 901 - Celina Perez	77100121	901	MTWHF	1 125	Full Year	Aug 15, 2022	Completed	N/A		00:00	-	N/A	N/A	-
ACCESS MATH GRADE 1	05 05 - 901 - Celina Perez	7712020	901	MTWHF	1 125	Full Year	Aug 15, 2022	Completed	N/A		00:00	-	N/A	N/A	-
ACCESS SCI GRADE 1	06 06 - 901 - Celina Perez	7720020	901	MTWHF	1 125	Full Year	Aug 15, 2022	Completed	N/A		00:00	-	N/A	N/A	-
ACCESS SOC ST - 1	07 07 - 901 - Celina Perez	77210121	901	MTWHF	1 125	Full Year	Aug 15, 2022	Completed	N/A		00:00	-	N/A	N/A	-
HEALTH - GRADE 1	08 08 - 506 - Celina Perez	5008030	506	MTWHF	1 125	Full Year	Aug 15, 2022	Completed	N/A		00:00	-	N/A	N/A	-
ART - GRADE 1	09 09 - M - 005 - Heidi Roberts	50010201	005	M	1 141	Full Year	Aug 15, 2022	Completed	N/A		00:00	-	N/A	N/A	-

Adding Lunches

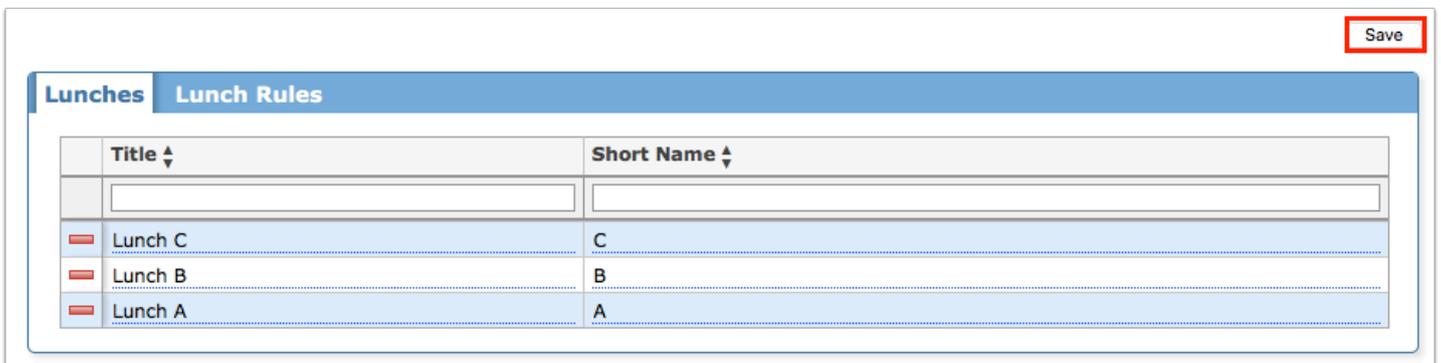
1. In the **Scheduling** menu, click **Lunches**.



2. In the **Lunches** tab, enter the **Title** and **Short Name** for the lunch in the blank row.

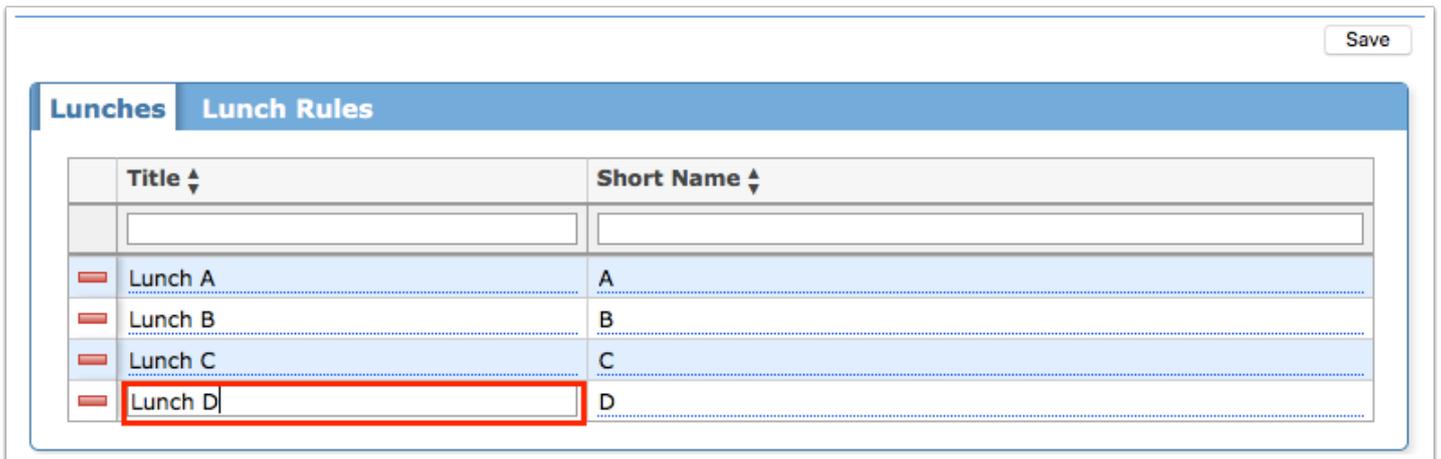


3. Press **Enter** or click **Save** to add and save the lunch.



Editing Lunches

Click a field to enable editing. The changes are auto-saved once you click or Tab out of the field.

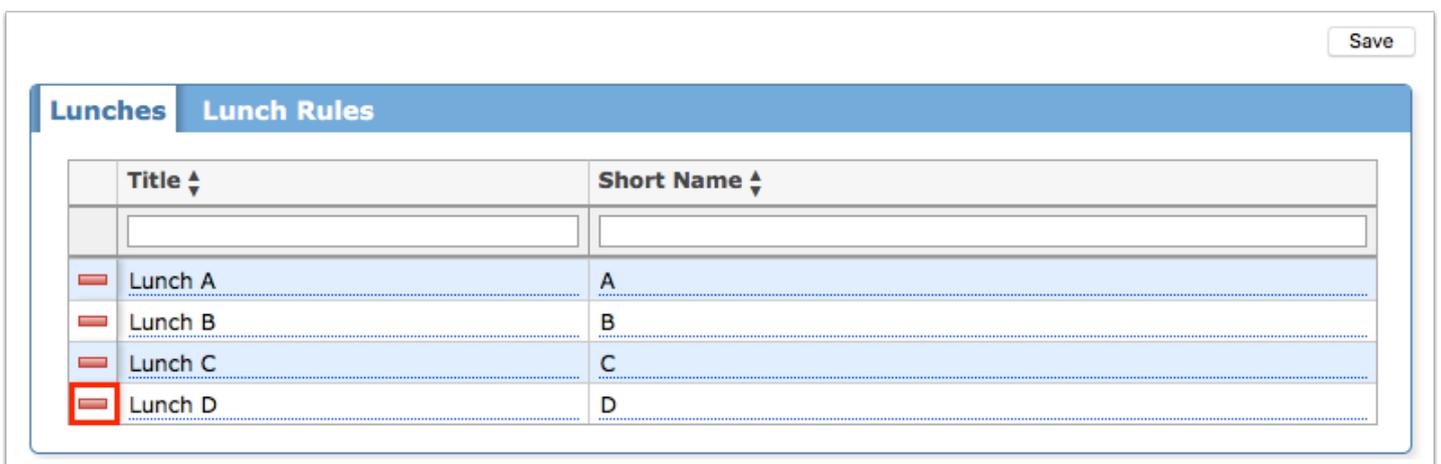


The screenshot shows a web interface with a 'Lunches' tab and a 'Lunch Rules' sub-tab. A table lists four lunch items: Lunch A, Lunch B, Lunch C, and Lunch D. Each row has a red minus sign icon to its left. The 'Lunch D' row is highlighted with a red border, indicating it is selected for editing. The table has two columns: 'Title' and 'Short Name'. The 'Lunch D' row shows 'Lunch D' in the Title column and 'D' in the Short Name column. A 'Save' button is visible in the top right corner.

	Title ↓	Short Name ↓
[-]	Lunch A	A
[-]	Lunch B	B
[-]	Lunch C	C
[-]	Lunch D	D

Deleting Lunches

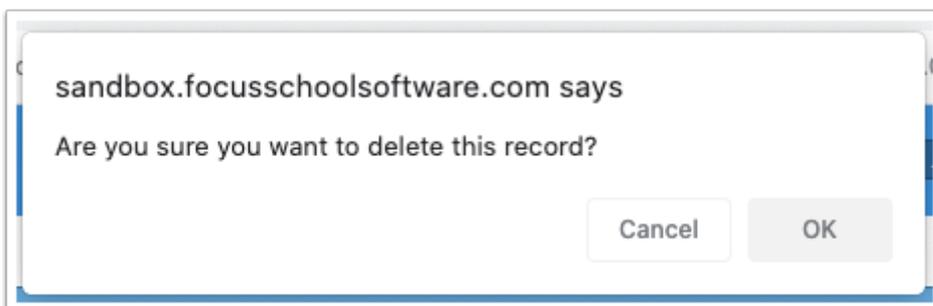
1. Click the **red minus sign** next to the lunch title.



The screenshot shows the same 'Lunches' interface as before. The 'Lunch D' row is now selected for deletion. The red minus sign icon next to 'Lunch D' is highlighted with a red box. The 'Save' button is still visible in the top right corner.

	Title ↓	Short Name ↓
[-]	Lunch A	A
[-]	Lunch B	B
[-]	Lunch C	C
[-]	Lunch D	D

2. In the confirmation message, click **OK**.



The screenshot shows a confirmation dialog box. The text inside the dialog reads: "sandbox.focusschoolsoftware.com says Are you sure you want to delete this record?". Below the text are two buttons: "Cancel" and "OK".

The lunch is removed.

Adding Lunch Rules

After lunches are set up in the Lunches tab, you can then create lunch rules to assign students to a lunch. Lunch rules can be set up based on period, teacher, and room.

1. Click the **Lunch Rules** tab.

Period	Teacher	Room	Lunch
Period 1			Lunch A (A)
Period 4	Achill Carranza, Amancay Tate...		Lunch A (A)

2. In the blank row, select a **Period**.
3. Select a **Teacher**. One or multiple teachers can be selected. If a teacher is not selected for the rule, then a room must be selected.
4. Select a **Room**. One or multiple rooms can be selected. If a room is not selected for the rule, then a teacher must be selected.

! For lunch rules, select a teacher OR a room. Selecting both creates an OR situation where the student will display the lunch on their schedule if the student has the teacher or is scheduled into the room. This can cause more than one lunch to display for the student.

5. Select a **Lunch**.

Period	Teacher	Room	Lunch
Period 1			Lunch A (A)
Period 4	Achill Carranza, Amancay Tate...		Lunch A (A)

6. Press **Enter** to add the row.

7. Click **Save**.

	Period ↓	Teacher ↓	Room ↓	Lunch ↓
	Period 1			Lunch A (A)
+	Period 4	Marcel Savarese, Michela Mor...		Lunch B (B)
+	Period 4	Achill Carranza, Amancay Tate...		Lunch A (A)

! A rule will not save if it does not have a teacher or room selected. Hover over the row to view the error in a tool-tip.

	Period ↓	Teacher ↓	Room ↓	Lunch ↓
	Period 1			
+	Period 4			Lunch C (C)
+	Period 4	Marcel Savarese, Michela Mor...		Lunch B (B)
+	Period 4	Achill Carranza, Amancay Tate...		Lunch A (A)

Editing Lunch Rules

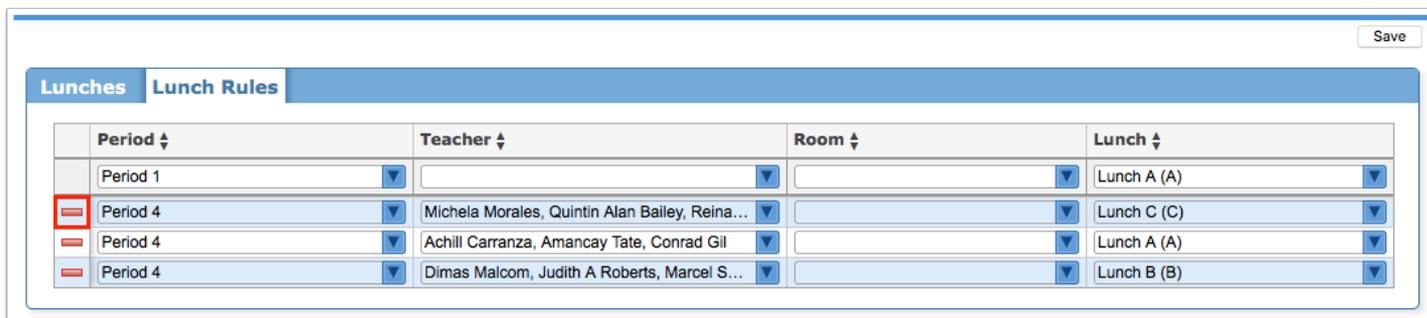
1. Click on a field and make the desired change.

2. Click **Save**.

	Period ↓	Teacher ↓	Room ↓	Lunch ↓
	Period 1			Lunch A (A)
+	Period 4	Quintin Alan Bailey, Reinardo Huerta, Sandr...		Lunch C (C)
+	Period 4	Achill Carranza, Amancay Tate, Conrad Gil		Lunch A (A)
+	Period 4	Dimas Malcom, Judith A Roberts, Marcel S...		Lunch B (B)

Deleting Lunch Rules

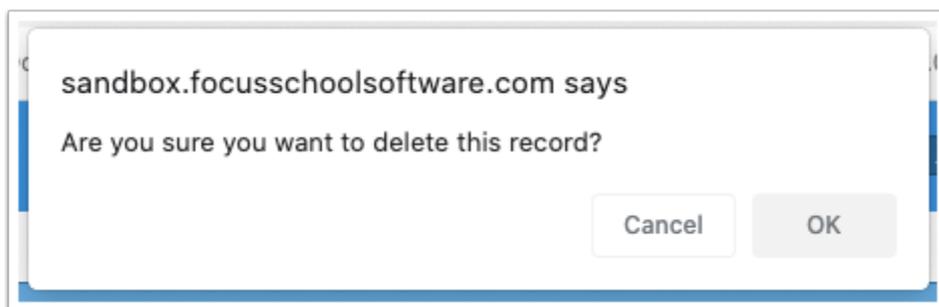
1. Click the **red minus sign** next to the lunch rule.



The screenshot shows a web interface with a 'Lunches' tab and a 'Lunch Rules' sub-tab. A 'Save' button is in the top right. Below is a table with four columns: 'Period', 'Teacher', 'Room', and 'Lunch'. The second row is highlighted in blue and has a red minus sign in a small box to its left. The table data is as follows:

Period	Teacher	Room	Lunch
Period 1			Lunch A (A)
Period 4	Michela Morales, Quintin Alan Bailey, Reina...		Lunch C (C)
Period 4	Achill Carranza, Amancay Tate, Conrad Gil		Lunch A (A)
Period 4	Dimas Malcom, Judith A Roberts, Marcel S...		Lunch B (B)

2. In the confirmation message, click **OK**.

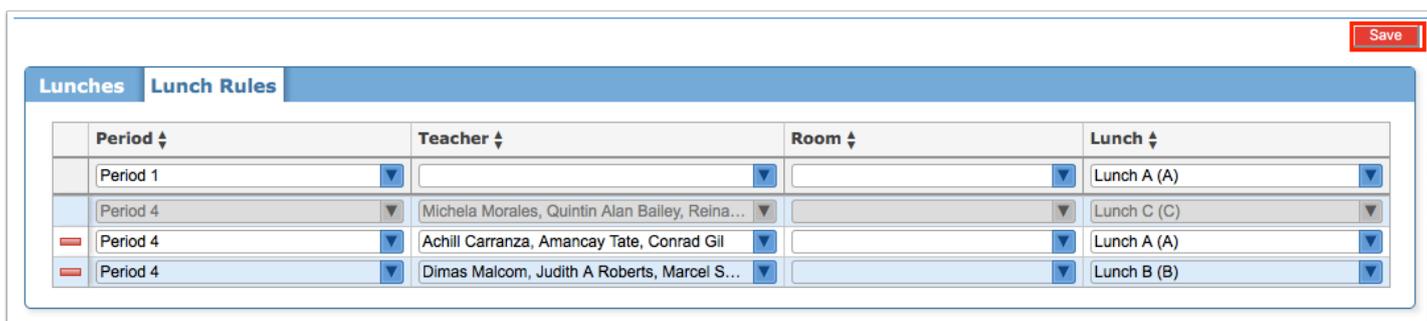


The dialog box has a title bar and contains the following text:

sandbox.focusschoolsoftware.com says
Are you sure you want to delete this record?

At the bottom, there are two buttons: 'Cancel' and 'OK'.

3. Click **Save**.



The screenshot shows the same 'Lunch Rules' table as in the first image. The second row is now greyed out, indicating it has been deleted. The 'Save' button in the top right corner is now highlighted in red.

Period	Teacher	Room	Lunch
Period 1			Lunch A (A)
Period 4	Michela Morales, Quintin Alan Bailey, Reina...		Lunch C (C)
Period 4	Achill Carranza, Amancay Tate, Conrad Gil		Lunch A (A)
Period 4	Dimas Malcom, Judith A Roberts, Marcel S...		Lunch B (B)