

Lunches

Lunches setup provides the district with the ability to view students' assigned lunches on their schedules without having to build lunch courses and sections.

Setting Up Lunches

The Lunches screen is used to set up lunch schedules for students. Students are assigned a lunch using lunch rules. The students' lunch assignment is displayed on their schedules.

Lunches


Prior to assigning students their Lunch Period, lunches need to be set up. The Lunches tab is where the school administrator is able to set up the different Lunch Periods for the school.

- 1. Go to the **Scheduling** menu and select **Lunches**.
- 2. Enter the **Title** and the **Short Name** for each Lunch Period.

The screenshot shows the 'Lunches' screen with a 'Lunch Rules' tab. At the top, there are buttons for 'Export' and 'Filter: OFF'. Below these is a table with two columns: 'Title' and 'Short Name'. The table contains three rows of data. The first row is '4-5 Lunch' with '4-5' in the Short Name column. The second row is '2-3 Lunch' with '2-3' in the Short Name column; this row is highlighted in blue. The third row is 'K-1 Lunch' with 'K-1' in the Short Name column. Each row has a red minus sign icon to its left, indicating a delete function.

Title	Short Name
4-5 Lunch	4-5
2-3 Lunch	2-3
K-1 Lunch	K-1

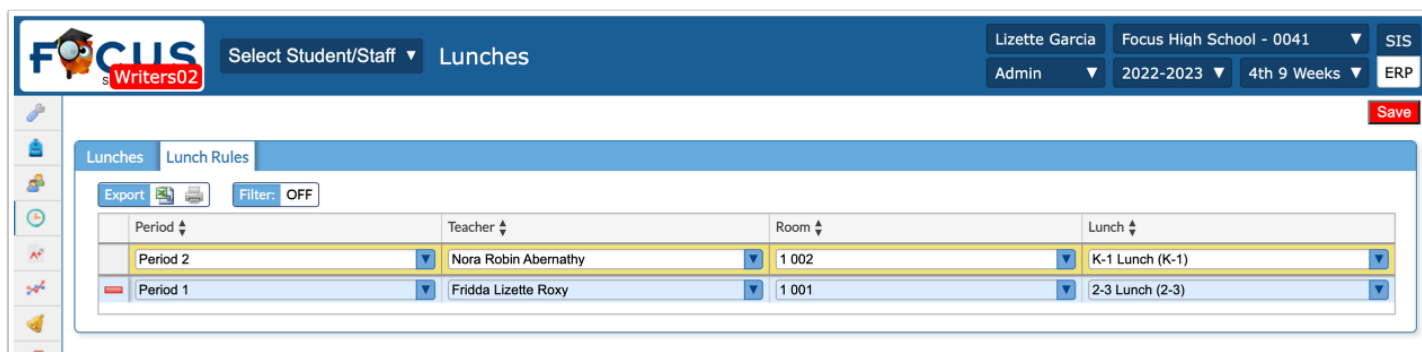
- 3. Press the **Enter/Return** key or click **Save** to save the record.
- If a Lunch Period was added in error, use the red minus sign to delete it and confirm the deletion in the pop-up window.

-  The Title and Short Name of any existing Lunch Periods are modifiable. Click in the field, change the **Title** or the **Short Name**, and then click the **Save** button that is located in the upper right-hand corner of the screen.

Lunch Rules


Once all of the Lunches have been created on the Lunches tab, the next step is to set up the Lunch Rules. The Lunch Rules assign students to a Lunch Period. Lunch Rules can be set up based on period, teacher and/or room.

1. Click on the **Lunch Rules** tab.
2. Select a **Period**, a **Teacher** and/or a **Room** from the corresponding pull-downs.



Period	Teacher	Room	Lunch
Period 2	Nora Robin Abernathy	1 002	K-1 Lunch (K-1)
Period 1	Frida Lizette Roxy	1 001	2-3 Lunch (2-3)

3. Select the **Lunch** to assign to this group of students.
4. Press the **Enter/Return** key on the keyboard.
5. Click **Save** to save the Lunch Rule.

-  • One or multiple Teachers can be selected. If a Teacher is not selected for the rule, then a Room must be selected to save the Lunch Rule.
- One or multiple Rooms can be selected. If a Room is not selected for the Rule then a Teacher must be selected to save the Lunch Rule.



Students are assigned lunches based on the Teacher and/or Room applied. If A Teacher AND a Room is applied to a lunch period, students may be assigned multiple times if said students are enrolled with the selected teacher and/or in the specified room causing the students to have multiple lunches assigned.

Student Schedules

To see how the Lunches display on student schedules follow the steps below:

1. Go to the **Scheduling** menu and click **Student Schedule**.
2. Click **More Search Options**, then click **Scheduling**.
 - a. **Scheduled into Section(s)**: Select one or more teachers based on the periods/rooms set on the Lunch Rule.
3. Click **Search**.
4. Click the applicable **Student**.

The Lunch Period can now be viewed on the Student Schedule.

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

Search...

Effective Date: September 1 2022 Include Inactive Courses

Print Schedule

BILL BY: Schedule View Student Create Invoice Invoices

Course List

Weekly Planner

Show Florida Fields

Show Vocational/WDIS Fields

Save

Lunch A

10 Classes

Send Messages

Customize Columns

Mass Update

25

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	-