

Adding a Lunch Period to your Master Schedule (secondary only)

Overview

Secondary schools with multi-period bell schedules are required to include a lunch period in their 2007-08 master schedule. Secondary schools must complete the following tasks:

- Label a period in the track setup with the "L" code (you may need to add an additional period to your track in order to complete this step)

Secondary schools are **NOT** required to schedule their students for lunch. Scheduling students for lunch is optional.

This document provides the following information:

- Background Information
- Setting Up Your Track - Period Definitions
- Setting Up Your Track - Bell Schedule
- Handling Multiple Lunches
- Simple Strategy for Adding Lunch to the Master Schedule

Why do I have to do this?

The addition of a lunch period in your master schedule will allow the district to correctly calculate instructional minutes. The lunch period will help the district auditor verify each school has a 30 minute duty-free lunch.

Background Information

Beginning 2007-08 all secondary schools are required to add an additional period to their bell schedule for lunch. Lunch is not included in the total instructional minutes for the school day. The passing periods before the lunch period should be included as instructional minutes. The passing period after the lunch period should not be included in the total.

Secondary Schools have the option to add a Lunch section to their Master Schedule.

Attendance will not be taken or counted for the Lunch section. Citizenship and academic marks will not be collected either. The course does not need to appear in the student schedule and it will not print in the student report card or transcript.

Please download the **Memo from Geno Flores and Mike Price** for more information on this requirement. The memo is available online. (<http://www.sandi.net/zangle/readandlearn/jobajds/index.asp>)

Setting Up Your Track - Period Definitions

You will use the Track Editor application to assign the "L" code to the period associated with lunch. The example below shows how a six period master schedule with lunch scheduled after period 4 would look in the Track Editor.

Before	After																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Period</th> <th style="width: 70%;">Code</th> </tr> </thead> <tbody> <tr><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td></tr> </tbody> </table>	Period	Code	1	1	2	2	3	3	4	4	5	5	6	6	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Period</th> <th style="width: 70%;">Code</th> </tr> </thead> <tbody> <tr><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td></tr> <tr><td>5</td><td>L</td></tr> <tr><td>6</td><td>5</td></tr> <tr><td>7</td><td>6</td></tr> </tbody> </table> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; margin-top: 10px; width: fit-content;"> <p>Notice how period 5 is assigned the code of "L". The code, not the period, appear in most reports and applications.</p> </div>	Period	Code	1	1	2	2	3	3	4	4	5	L	6	5	7	6
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You do not have the ability to add a period to your own track. IT must complete this task for you. Make sure to include an additional period for lunch when submitting your track setup to IT. IT will add the period and notify you once the process is complete.

Please follow the instructions below to edit your period code definition:

Open Track Editor, click the Definitions tab, and click the Periods sub-tab. Click Edit. Additional instructions for completing this task are available on p. 17 of the System Administration handbook. This handbook is available online at:

<http://www.sandi.net/zangle/readandlearn/handbooks/index.asp>

Setting Up Your Track - Bell Schedule

Your bell schedule should include a 30 minute duty-free lunch and a passing period before and after the lunch period. The Count Passing (CP) box is used to identify passing periods that should be included in the instructional minutes calculation. By law, you can claim the passing periods before lunch or after lunch, but you cannot claim both. Our district claims the passing minutes before lunch as instructional minutes. Please check the CP box for every period EXCEPT for the lunch period.

See below for an example of a bell schedule with a six period day.

Per	Begin	End	Length	Pass Min	CP	No Sched	Not Reg
1	7:30	8:25	55	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	8:30	9:25	55	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	9:30	10:25	55	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	10:30	11:25	55	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L	11:30	12:00	30	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	12:05	13:00	55	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	13:05	14:00	55	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notice how the Lunch period is at least 30 minutes long.

The CP box for the lunch period is NOT checked.

Handling Multiple Lunches

Some secondary schools have multiple lunch periods. In order to calculate instructional minutes correctly you must add **only one** period for lunch in the bell schedule. Scheduling a Lunch section to your students can be used to your advantage. Depending on the number of lunches you have, you will need to create that amount of sections with different ZZ Teachers. You can create as many sections you would like to identify the lunch time a student has in the Students Schedule.

NOTE: Section numbers do not print out on student locator cards therefore it's important you use different ZZ teachers for each section to make the student aware of what lunch time they have. i.e. ZZ Teacher AA = Lunch 1, ZZ Teacher BB = Lunch 2, ZZ Teacher CC = Lunch 3, etc.

Fortunately you are NOT required to schedule your students for lunch. **The locator card will not show the lunch period when a student is not scheduled for LUNCH.** This will eliminate the confusion associated with multiple lunch periods. This type of setup will not impact how Zangle calculates instructional minutes for each student because the length of your lunch period will be the same regardless of the order it occurs. Please contact Dee Slieff (dslieff@sandi.net) with questions regarding how to handle multiple lunches in your master schedule.

Simple Strategy for Adding Lunch to the Master Schedule

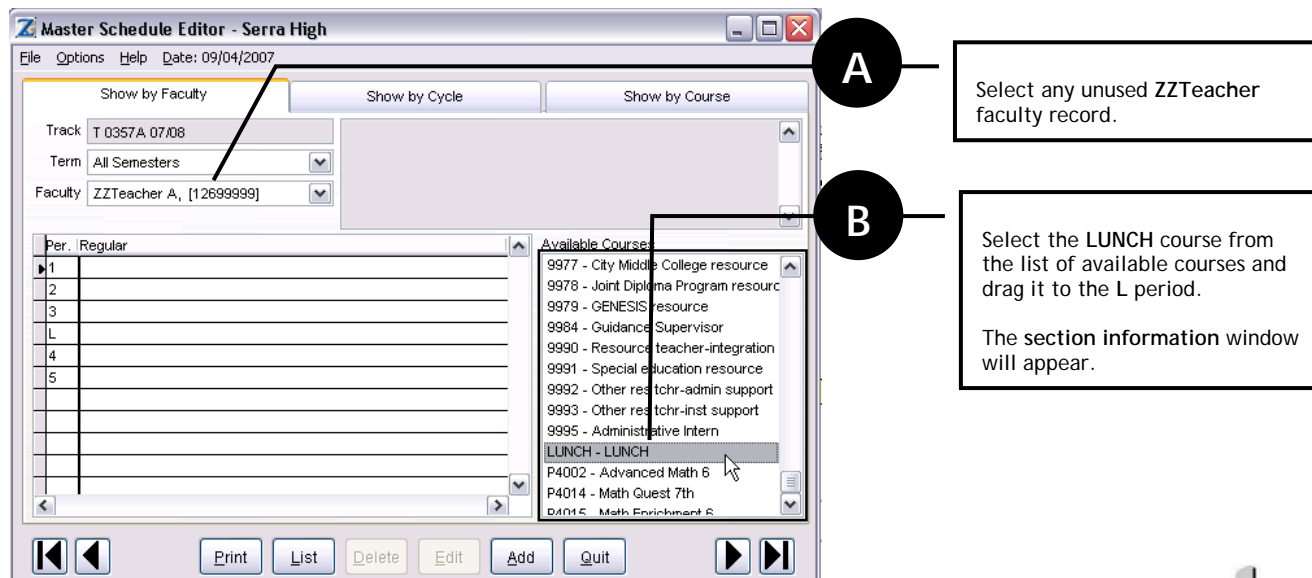
The IT Department has developed a lunch course for use in your secondary master schedule. Students do not need to be scheduled for this class.

STEP 1. Create a section of the LUNCH course

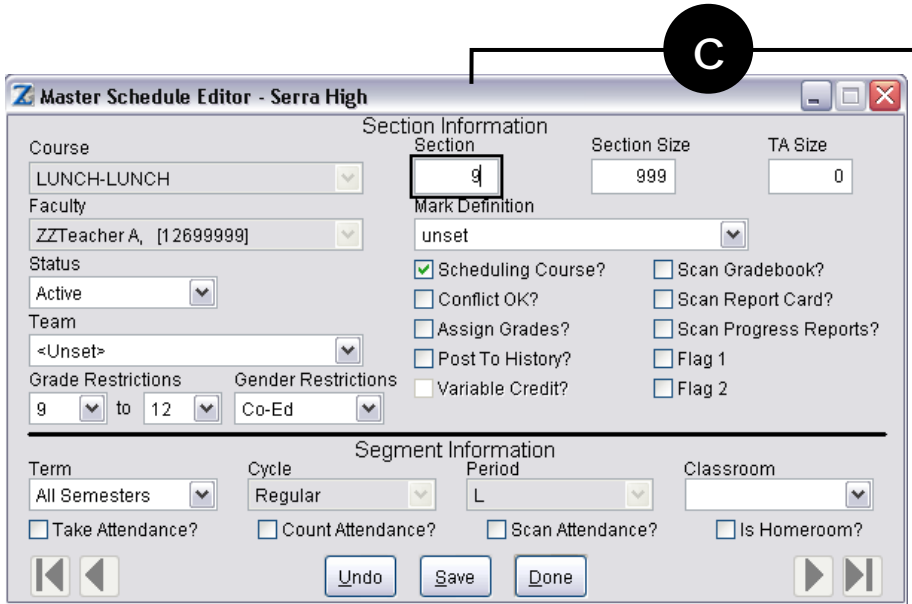
Please follow the steps below **AFTER** you have exported from the Builder for the final time. This is important because exporting from the Builder may delete any work completed in the Master Schedule Editor.

NOTE: You can use the Builder to complete this task as well. You do not need to wait until the end of the scheduling process if you are adding the section using the Builder application.

Login to Zangle, click Schedule, and then click Master Schedule. The Master Schedule Editor will appear.



The screenshot shows the 'Master Schedule Editor - Serra High' window. Callout A points to the 'Faculty' dropdown menu, which is currently set to 'ZZTeacher A, [12699999]'. Callout B points to the 'Available Courses' list on the right side of the window, where 'LUNCH - LUNCH' is highlighted. Below the list are buttons for 'Print', 'List', 'Delete', 'Edit', 'Add', and 'Quit'.



Verify the following settings:

- Assign a Section Number that represents the lowest grade level that exists at your school. In this example the high school has 9-12 grade students. The first section is assigned the number 9. You can use this number to easily identify the section later on.
- Set the Section size to 999.
- Verify the Assign Grades, Post to History, Take Attendance, and Count Attendance boxes are unchecked.
- Verify the Term is set to the term code that represents All Year. Semester schedules use All Semester. The term code may be slightly different for other schedule configurations.

You do not need to assign a classroom. When you are finished click Save.

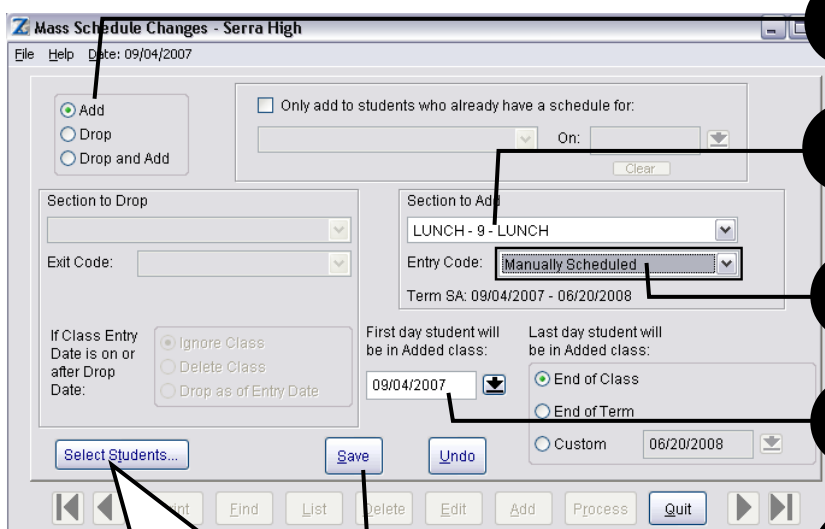
IMPORTANT: Zangle will not allow you to create a section with a section size greater than 999. This may cause a problem when scheduling students for LUNCH if your total enrollment is greater than 999 students.

If your total enrollment is greater than 999 **AND you are planning on scheduling your students for lunch** then you will need to create more than one section of LUNCH. We recommend you assign each additional section a section number that represents a grade level at your school. Your site can use the section number to identify the section when scheduling students into different sections of LUNCH according to grade level. This should reduce the chance of someone accidentally reaching the maximum when scheduling new students during the school year.

NOTE: Schools with multiple cycle master schedules may need to add an additional segment for this section. Directions for adding an additional segment can be found in the **Middle School** section of the **Setting up the Master Schedule** chapter of the **Summer School Handbook**. The Summer School Handbook is available online at <http://www.sandi.net/zangle>. Click **Read&Learn** and look for the link to **Handbooks**.

STEP 2. Mass schedule students for the LUNCH section (OPTIONAL)

Login to Zangle, click Schedule, and then click Mass Schedules. The Mass Schedules application will appear. Click Add. The Schedule Changes window will appear.



A Select Add.

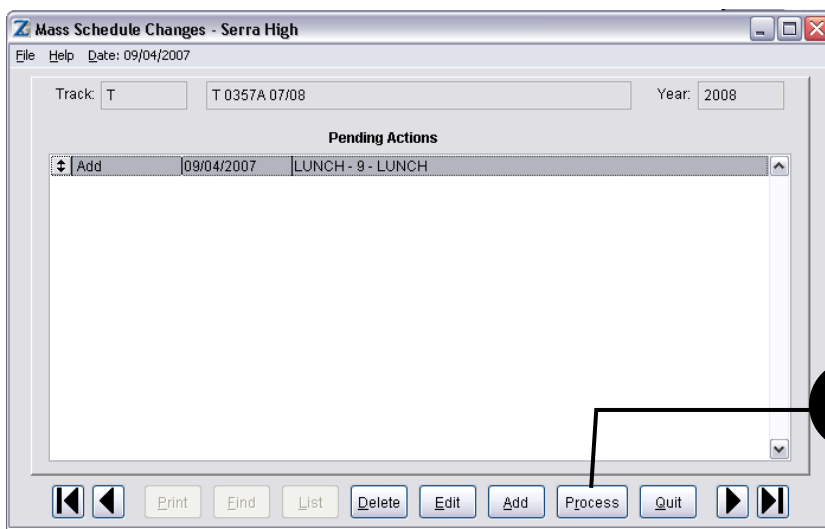
B Select the LUNCH section from the Section to Add menu.

C Select Manually Scheduled as the Entry Code.

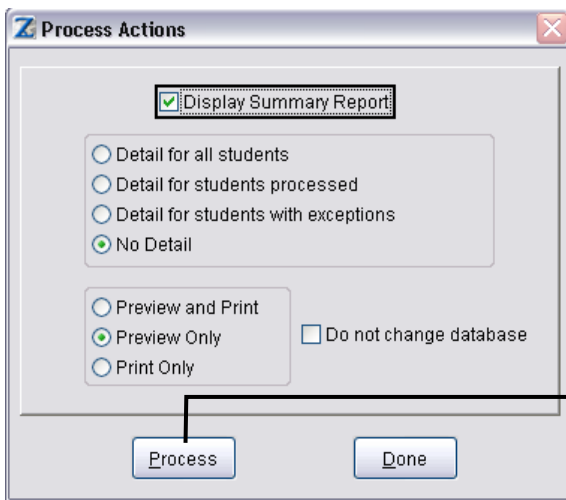
D Verify the date is set to the first day of the school year.

E Click Save. The Mass Schedules Pending Actions window will appear.

IMPORTANT: Is your enrollment larger than 999? If so, you may need to schedule students into separate sections of LUNCH according to grade level. Use the Select Students feature to select a group of students according to grade level.



F Click Process. The Process Actions window will appear.



G

Click Process. The application will schedule the students into the LUNCH section.

IMPORTANT: Is your enrollment larger than 999 students? If so, you may need to repeat Step 2 again for multiple LUNCH sections.

Questions?

Some schools have complex master schedules with multiple cycles and rotating periods. These schools may need assistance with adding a lunch period to their master schedule and bell schedule. Schools can contact the IT Training Team (Richard Ojeda - rojeda@sandi.net), Pupil Accounting (Dee Slieff - dslieff@sandi.net) or On-Site Support (Peyri Hamada - phamada@sandi.net) for clarification.