



**2024-2025**  
**Cafeteria Menu and Order Instructions**

**ALL lunch orders must be placed for the week by Monday at 6pm. Everyone brings a packed lunch on Mondays. Drinks are available for purchase on Mondays, but must be ordered online.**

	Small Portion \$4.50	Regular Portion \$6.00
Pack-a-Lunch Monday	Everyone packs a lunch. Drinks are available for purchase (milk, juice, and/or water).	
Taco Tuesday	1 Taco with toppings, rice, fruit, cookie and a drink	2 Tacos with toppings, rice, fruit, cookie and a drink
Pasta Wednesday	½ cup serving of Bowtie pasta with choice of sauce -meat sauce, marinara, alfredo, or plain - salad, breadstick, fruit, dessert, and a drink	1 cup serving of Bowtie pasta with choice of sauce -meat sauce, marinara, alfredo, or plain - salad, breadstick, fruit, dessert, and a drink
Chicken Thursday	6 chicken nuggets served with mac and cheese, baked beans, carrots, fruit, cookie, and a drink	12 chicken nuggets served with mac and cheese, baked beans, carrots, fruit, cookie, and a drink
Pizza Friday	1 slice of cheese pizza, corn, carrots, fruit, baked apples with vanilla ice cream and a drink	2 slices of cheese pizza, corn, carrots, fruit, baked apples with vanilla ice cream and a drink

\*Extra drinks are 75 cents. Cookies are 2 for \$1.

**How to Order Student Lunches**

1. Log in to your FACTS Family Portal.
2. Click on **Student** (Left Side Link).
3. Click on **Lunch**, then Click on **Create A Web Order**.
4. View the menu for the coming weeks. Place a “1” in the quantity box for the number of meals or items that you would like to order.
5. Click on **Order Items** at the bottom of the screen. Your total due will be displayed on your screen.
6. The ordered menu items will be displayed in blue on the screen. You can also print this screen.  
\*You can also use the **Sacred Heart app** and click on the **Lunch** icon.

**How To Pay for Student Lunches**

1. After your order is placed from the instructions above, Click on **Financial** (Left Side Link).
2. Find the **Prepay Account** for the current school year.
3. Click on **ADD FUNDS** in the **Cafeteria – Food/Beverage section**.
4. Click on the current term and enter the amount that you would like to add. You will need to prepay for your weekly order, or you may frontload your student’s account for future meals.
5. Follow the steps to complete the payment.  
\*You can also use the **Sacred Heart app** and click on the **FACTS Payments** icon.