The Upper Grand District School Board

Minto Clifford Public School Family Handbook

2026-2027

5804 Highway 89
Harriston, Ontario
N0G 1Z0
Telephone: (519) 338-2920
School Email: mintoclifford.ps@ugdsb.on.ca
School Website: https://www.ugdsb.ca/minto/

MESSAGE FROM THE OFFICE

Welcome to our school! We look forward to working with you and your family, whether you are returning to our school or joining us for the first time. We value kindness, respect, honesty, and trust. We will provide a safe and positive learning environment, where all students will be given the opportunity to reach their potential. We have an excellent staff, responsible and enthusiastic students, and a supportive community.

A trusting relationship between school, home, and students is necessary to ensure success for all. As a team working together, we can support and encourage the growth and development of kind, respectful, and well-rounded individuals. It is important that we take the steps to build positive relationships between home and school, including clear and transparent communication. Please keep in regular contact with our school team, so we can support one another to the benefit of each student.

This handbook has been prepared as a useful and helpful guide for our families and students. It will answer any questions you might have regarding the routines, expectations, and policies of our school and the Upper Grand District School Board. We encourage you to keep this reference handy throughout the year. We are looking forward to working together!

Sincerely yours,

Marianne Millsap (Principal), John Lindsay (Vice Principal), and Tamara Noble (Office Coordinator)

UGDSB GUIDING PRINCIPLES

Our Purpose: To inspire a love of learning and develop engaged, globally literate citizens. **Our Vision**: To be recognized as leaders in creating unparalleled, agile, and inclusive learning experiences for all. **Our Plan** is to deliver foundational education and student achievement, to inspire a love of lifelong learning, to champion health and wellbeing, to ensure equity of access and outcomes, and to lead through sustainability. We will foster engaging and supportive learning environments, strengthen and grow community relationships, and continuously learn, evaluate and improve.

UGDSB EQUITY & INCLUSIVE EDUCATION

As an educational community, we have a responsibility to identify and describe racism and oppression and then work to dismantle it. The Upper Grand District School Board is committed to disrupting systemic racism and oppression in all of its forms. We will implement ongoing mandatory anti-racism and anti-oppression training for all staff, review our protocols and policies, including our hiring practices, and be fully transparent and accountable to all Upper Grand students, staff, families, and stakeholders in an ongoing manner.

COMMUNICATION

Education is a shared responsibility between school and home. When caregivers and school staff work together, everyone benefits.

Effective, positive, two-way communication is essential. Throughout the school year, we will communicate with families in many ways. For whole school communications, we will use UG Connect (push notifications) and UG Messenger (emails and phone calls) to share important information with our families. Also, look to our school website to help keep you informed of news. Your child's teacher will share the best methods for communication with them and news specific to their classroom.

Caregiver involvement is an essential component of an effective school and we invite you to work together

with us. By working together, we can best ensure that the needs of your child are being met.

OUR SCHOOL DAY SCHEDULE

Information regarding our schedule will be shared in the September Newsletter and on our **school website**.

SUPERVISION

The building and grounds are supervised for students starting at 8:30 am until 8:50 am. Supervision is also provided for school activities which may occur outside these times. **For safety reasons, students should not arrive at the school before 8:30 am since there isn't any supervision on the yard before this time**.

SCHOOL HOURS	
8:30 am	School Entry - Start of our School Day
8:50 - 10:50 (120 min)	Instructional Time - Periods 1 & 2 & 3
10:50 - 11:30	First Nutrition Break (*Recess 10:50 to 11:10 Kindergartens & Gr 7-8; 1-6 Eating; Eating 11:10 to 11:30 Kindergartens & Gr 7-8; Gr 1-6 Recess*)
11:30 - 1:10 (100 min)	Instructional Time – Periods 4 & 5
1:10 - 1:50	Second Nutrition Break (*Recess 1:10 to 1:30 Kindergartens & Gr 7-8; Gr 1-6 Eating; Eating 1:30 to 1:50 Kindergartens & Gr 7-8; Gr 1-6 Recess*)
1:50 - 3:10 (80 min)	Instructional Time - Periods 6 & 7
3:10	Student Dismissal

LOST AND FOUND

Every year, a number of items find their way to our Lost and Found. We ask caregivers to clearly label all items to help us locate their owners. Unclaimed articles will be donated to charity at various points throughout the year.

SPECIAL EVENTS, OPEN HOUSES, & HOT LUNCHES

All information regarding special events (i.e., Open House) and hot lunches/milk will be communicated to families using School Messenger and our school website. Orders will be placed using SchoolCash. A reminder that orders cannot be placed after the period for ordering has been provided, as we then have to share our orders with suppliers. Orders are placed three times during the year (fall, winter break, and spring break).

ATTENDANCE, ABSENCES, & LATES

Regular attendance is essential for student success. Persistent absenteeism or lateness creates a disadvantage for students and is taken very seriously. Attendance is taken in the morning and after the second break each school day. Students are marked late or absent. Students arriving late need to check in at the school office before going to class.

SAFE ARRIVAL

Families need to call or email the office before the start of the day if their child is going to be absent or late. Messages can be left on our voicemail (519-339-2920) or by email (mintoclifford.ps@ugdsb.on.ca) 24 hours a day, by sharing the student's name, class, and reason for absence or lateness. We follow the Board's Safe Arrival Policy if we have not been informed by a caregiver of the reason for an absence. If students are absent without explanation, caregivers will be contacted in the following order: at home, work, caregiver (*if appropriate*), emergency contact, and if warranted, the police.

SAFE DEPARTURE

Please send authorization in **writing** if someone other than the legal guardian is going to pick your child up from school. Also, please let us know if a child who takes a bus is going to be picked up. The authorized adult may also be asked for photo identification. If students do not have a note or a phone call and we can't confirm otherwise, it is our practice to **send the child home on the bus as usual.** Please make after school arrangements prior to your child arriving at school. If it is necessary for a child to leave early, please let us know. For the safety of your child, come into the school to sign them out at the office.

CUSTODY

Unless otherwise directed by a custody agreement, both parents have full access to students and their records. If for some reason, these rights are restricted, legal documentation must be on file at the school. Although only a custodial parent can make educational decisions for a child, a non-custodial parent has the right to information about a child, and access to the child, unless denied by a court. If you have concerns about unauthorized access to children or information, it is essential that the office be informed and that verification of custody orders be placed in the student's OSR. Otherwise, the school assumes a situation of equal access exists.

ARRIVAL & DEPARTURE AT SCHOOL

We need to keep our students safe as they disembark and board buses, cars, and as they walk or bike to school. In order to facilitate this, please park in the church parking lot or drop off in the designated areas and do not park in the parking lot during morning drop off and immediately after school as this is our bus zone where buses drop off students. **PLEASE DO NOT BLOCK THE BUS LOADING ZONES.**

SCHOOL COUNCIL

Our School Council acts in an advisory capacity to make recommendations to the school administration. The purpose of School Councils is to improve student achievement and enhance the accountability of the education system to parents. School Council places the overall interests of the school and students first.

All parents and guardians will be encouraged to attend School Council meetings and to participate on committees. A schedule of our meeting dates will be shared on the school website. We will work hard to keep meetings within the time frame. Meetings could be a hybrid or in-person and virtual this year, depending on time of year, current protocols, and need. Location of meetings will be verified prior to each meeting.

VOLUNTEERS

We welcome volunteers!. If you are interested in helping out, please contact your child's teacher. Volunteers need to sign in at the office when they arrive. **New Volunteers**: A **Volunteer Application Form** needs to be completed and a Police check with a vulnerable sector screen is required (dated within the past six months) You will need a police check letter to complete this process (which is available from the office). **Returning Volunteers**: Must complete a Volunteer Agreement Form and Annual Offence Declaration Form

yearly (these will be sent home), which contains a checkbox to complete your offence declaration. Police checks are valid for 4 years and the offence declaration is completed each September until the current police check expires.

Protection of Privacy Statement for Volunteers

The Volunteer's role in the school is one of partnership with the employees of the Upper Grand District School Board. In this capacity, it is understood that the volunteer will follow the terms and conditions relating to security and confidentiality of personal information according to the Municipal Freedom of Information and Protection of Privacy Act, 89.

*Pursuant to **School Volunteers Policy 205***
, it is understood that the volunteer will work under the direction of an appropriate staff member and be privy only to that information that is necessary for working effectively with student(s) and/or for the purpose of performing the task assigned; e.g. office/clerical.

FIELD TRIPS

Field trips provide education beyond the classroom and support our curriculum. Notice about all field trips will be sent home in advance. In order for your child to participate, written confirmation is required to ensure that permission has been granted regarding details of the trip. Families are responsible for the cost of such trips, and trip payments will be made using SchoolCash. It is Board policy that no student will miss the opportunity to participate in a class trip due to financial constraints. If you have concerns about the cost of a trip, please speak to the office confidentially, so arrangements can be made to ensure participation.

TELEPHONE & CELL PHONE USE DURING THE SCHOOL DAY

Phone calls home for students will be made for illness or emergencies under the supervision of a staff member. Cell phones will not be used by students during the day for calling, texting, social media, etc. If students feel ill, they need to let their teacher or the office know versus calling or texting on their own. All social arrangements, off property permission, etc., must be made ahead of time.

VALUABLES

There are times when students bring items to school and they become upset when items are damaged or lost. The best prevention is to leave such items at home, or to bring them in for a temporary demonstration. **STUDENTS ARE RESPONSIBLE FOR ANY ITEMS THEY BRING TO SCHOOL.**

CODE OF CONDUCT

Our school follows the Code of Conduct established by the UGDSB. This Code of Conduct is reviewed

annually and is **shared on our school website** yearly (by September 30th).

DIGITAL CITIZENSHIP & TECHNOLOGY

Caregivers/students will make a decision about their child bringing technology to use at school. Laptops, tablets and hand-held devices are allowed within classrooms with permission from the teacher, for educational use only. These electronic devices are not allowed in areas that are not directly supervised, such as the hallway, school yard, washrooms and the lunchroom. Please review the school Code of Conduct, Use of Technology section for more information or see Policy 324 Responsible Use of Digital Technology Procedures
The school is not responsible for damages that might occur to devices.

ROLLER BLADES/SKATEBOARDS/SCOOTERS/WHEELIES

The Upper Grand District School Board does not allow skateboards, rollerblades, Wheelies, motorized vehicles, or scooters on Board property. To avoid the problems of theft and storage, we would appreciate caregiver support in having these items remain at home

FUNDRAISING

Participation in fundraising is optional and children are discouraged from door-to-door sales. Some families prefer to make a donation to the student activity fund or to the Upper Grand Learning Foundation (*tax receipts are given for donations over $20.00*), and donations to the Upper Grand Learning Foundation can be allocated to specific school sites. See **THIS LETTER** and the **UGLF Contribution Form** for more information.

HEALTH & SAFETY

Students must wear shoes in our school at all times, and running shoes are required for physical education class. To minimize dust and dirt, students may not wear muddy shoes in their classrooms. In case of fire alarms, students are not permitted to stop for footwear. Please ensure that students have a change of footwear available for indoor use. Running in the school halls is prohibited.

Our playground equipment is off limits to students when wet or snow covered. Clothing with long, exposed scarves or drawstrings that can pose a choking hazard needs to be avoided on play equipment. Bicycle helmets are not allowed in the playground area. Safety equipment (*i.e., safety glasses, batting helmets, skating helmets, knee pads, etc.*) is available for sports activities and should be worn when appropriate.

PETS

No pets, of any kind, are allowed at school without permission. At pick up and drop off when students are present, we strongly discourage you from bringing your pet to the school. Dogs must be leashed, remain away from the crowded areas and need to be kept on the grass (not on the tarmac). We have many students and adults who are allergic and/or not comfortable around pets. Thank you for your support with this!

PERSONAL INFORMATION

Personal information is kept confidential and will not be released without your consent. It is important that this information be kept up-to-date. If during the year you change your address, home, cell, or work number,

emergency contact, etc., please phone the office so the appropriate changes can be made on our records. This information is vital in emergencies. In September, we will send home a verification form. Please check all information on this form carefully, make any changes, sign and return this form to the office ASAP.

INSURANCE

Parents and guardians are responsible for expenses related to student injuries on school premises or during school activities. Accidents can and do happen and the costs involved might not be fully covered by Provincial health care or employer group insurance plans. The Upper Grand District School board is empowered under *The Education Act* to offer Accident and Life Insurance for students.

Every September, a letter from the UGDSB will be sent home with students containing information with respect to programs available for the purchase of Student Accident Insurance. Each program offers a variety of options, including family rates at affordable prices. The cost must be paid by the caregiver. Paper copies of the application are no longer available. Purchase is done directly on line or by contacting the Provider.

ACADEMICS/PROGRAM/ASSESSMENT

CURRICULUM

The Ministry of Education's Curriculum provides the basis for teacher planning and instruction, and for local provincial assessment. Directly linked to the provincial report card, it provides grade-by-grade expectations for classroom programming. Copies of the Ontario Curriculum are available on the **Ministry Website**.

STUDENT RECORDS (OSR)

The Ontario Student Record (*OSR*) is a confidential, continuing record of a student's educational progress through schools in Ontario. The information in the OSR is available only to the Board's Supervisory Officers, the Principal, and teachers for the purposes of improvement of instruction.

REPORT CARDS

Your child will receive an electronic progress report in November. There will be checkmarks on this report (indicating if your child is progressing well, progressing very well, or progressing with difficulty) and comments from your child's teacher. At the same time, there will be an opportunity to schedule an interview with your child's teacher (*during the PD Day in late November*). Caregivers are encouraged to attend this interview if possible, as this is an opportunity to find out how your child is progressing. The first term report card will be available electronically and in papercopy in February and will contain marks and comments. The June second term report card will be available electronically and in papercopy prior to the end of the school year.

ASSESSMENT

Assessment is used in a variety of ways at school. The Triangulation of Data is when we use observations, conversations, and products to assess student knowledge and understanding. Products can look different depending on the age of the student.

With caregiver permission, during the fall, all Grade 3 students complete the CCAT which is designed to help us identify strengths and weaknesses for each child. Students nearing the end of Grades 3 and 6 participate in standardized testing (*EQAO*) conducted under the direction of the Ministry of Education. The family of each individual student will receive a detailed analysis of their personal performance.

EXTENDED ABSENCES

If a student must be away for an extended period of time, please let us know. In the case of a prolonged absence, please feel free to contact the school.

GOOGLE CLASSROOM

Most classes will have a Google Classroom where notes, assignments, and upcoming activities will be posted. Caregivers are encouraged to join their child(ren)'s Google Classroom so that they can see what is happening in the class, and receive automatic notifications on assignments. Caregivers can assist by reviewing their child's Google Classroom stream daily to reinforce important dates and assignments. Caregivers are encouraged to use the Google Classroom, and/or email to write notes to the teacher. As students get older, they are expected to assume more responsibility for their learning!

SPECIAL EDUCATION

Your child's teacher will utilize a variety of high yield strategies in the classroom to support all students. There might be times when your child experiences difficulty. Our teachers are ready to give extra help. It is important to encourage your child to ask for this help right away.

We have additional staff members who might help students who might continue to experience difficulties with the curriculum despite support utilized in the classroom, including our SERT (Special Education Resource Teacher), CYC (Child Youth Counsellor), and Social Worker. When a student experiences ongoing difficulties, our first step is to consult our in-school team to discuss data and classroom strategies. After careful consideration, the team makes suggestions that may help your child. If students continue to struggle, we might discuss them at CST (Consultant Support Team) which includes board consultants who have special skills in speech, special education and psychology who can offer additional support and ideas. Ongoing communication will occur with families of students who are experiencing difficulties at school.

PHYSICAL EDUCATION PROGRAM

The development of fitness, motor skills, co-operation, and sportsmanship is an important part of the curriculum. All students should come prepared to participate in the physical education program. All students need indoor running shoes for the Gymnasium and Intermediate students are encouraged to change into comfortable clothing.

INTRAMURALS

During the nutrition break, students will have the opportunity to participate in a wide variety of indoor and outdoor athletic activities. Although some friendly competition will be involved, the emphasis will be on participation, fitness, and enjoyment. Examples include: floor hockey, volleyball, basketball, badminton etc.

TRANSPORTATION

WHO IS ELIGIBLE?

Please visit the **Transportation Website** to see if your child is eligible for bus transportation.

ASSIGNED BUS ROUTE

You can visit the Parent Portal on the **Transportation Website** to learn more about your child's assigned route. Students must travel to and from school on their designated bus. Arrangements cannot be made for students to take another bus for social reasons (*i.e., go home with a friend, birthday parties, etc.*).

ARRANGEMENTS INVOLVING A DAYCARE PROVIDER

Parents who wish to arrange transportation service at a provider's address must contact Transportation, as this is Courtesy Transportation, and these requests are considered by transportation.

STUDENT RESPONSIBILITIES

Bus students are reminded:

1) To follow the directions of their driver.
2) To be at their stop 5 minutes before pick-up time.
3) To stay seated while the bus is in motion.
4) No smoking, vaping, eating, drinking, chewing gum or swearing.
5) To keep books, lunch boxes, and other bulky items on their lap.
6) Students are responsible for any deliberate damage done to the bus.
7) Whenever possible, leave the last row of seats vacant.
8) Personal radios and recorders may be used with headphones. Radios with speakers are not permitted.
9) Students may not take photos of one another.

EQUIPMENT ON BUSES

The following regulations guide the transportation of equipment:

- No firearms or anything of a dangerous nature.
- Skate blades must be covered by guards, tied together, carried in a bag, and placed on the floor of the bus at the student's feet.
- Skis and poles may not be transported unless the bus is equipped with suitable storage space under the floor.
- Musical instruments must be kept on the student's lap.
- The decision to transport other objects shall be determined in advance by the principal, the bus driver, and the Transportation Department.

INCLEMENT WEATHER

There may be times during the school year when it is necessary to cancel student transportation services. In some cases, the decision may also be made to close schools. Bus cancellation days have the potential to impact student learning for students who are unable to attend in-person. Students affected by bus cancellations will be supported in their learning through activities provided by their teacher in their Google Classroom. Just a reminder if a bus route is cancelled in the morning, it will not run in the afternoon.

The **Transportation Website** contains the most up-to-date information on school bus delays and cancellations. Cancellations will also be tweeted @stwdsts. An email will be sent to those subscribed to

STWDSTS delays and cancellations. STWDSTS will post information on bus cancellations on the **Transportation Website** by 6:30 a.m. Information on school closures due to bus cancellations (i.e. schools that are dependent on bus transportation) will also be posted to the STWDSTS website. Information on transportation cancellations due to severe weather is also made available through local radio stations.

On the rare occasions when schools and board sites are closed to staff and students (e.g. power outages, weather closures formerly known as "System Shutdown"), all students will pivot to remote learning for the day and will be supported by their teacher.

If schools and board websites are closed to students and staff, this information will be posted on the board website (**www.ugdsb.ca**) and will be shared on the UGDSB's Twitter account **https://twitter.com/ugdsb**.

STWDSTS defines four divisions across Upper Grand for transportation services and notifies the public of delays and cancellations by division:

- Division One (Yellow) – "South Wellington and the City of Guelph"
- Division Two (Blue) – "Centre Wellington, the Town of Erin and the Town of Rockwood"
- Division Three (Pink) – "North Wellington"
- Division Four (Green) – "Dufferin County"

PLANS OF CARE – ANAPHYLAXIS, ASTHMA, EPILEPSY, & DIABETES

It is the policy of the Upper Grand District School Board (UGDSB) to support students with a life-threatening medical condition to access school in a safe, accepting, and healthy learning environment that supports well-being, and empowers students to reach their full potential for self-management of their medical condition(s).

The UGDSB is committed to minimizing the risks for students who have asthma, diabetes, epilepsy/seizure disorder, life-threatening allergies and/or other serious health conditions through the development and implementation of individualized Plans of Care.

If your child has health concerns of any kind, please tell your child's teacher or the office and we will take the necessary health protection steps, including the possibility of creating a Plan of Care to share with school staff who might interact with your child.

EPI-PENS AND INHALERS SHOULD BE CARRIED ON THE PERSON, AND IF POSSIBLE ONE KEPT IN THE OFFICE AS WELL. ALL STUDENTS WITH ANAPHYLAXIS AND/OR ASTHMA MUST HAVE A PLAN OF CARE ON FILE IN THE OFFICE.

ILLNESS & INJURY

It is our practice to make a sick child feel comfortable while parents are being contacted. When an illness or injury seems serious, the principal, vice principal, or designated person may take the child to the hospital or call an ambulance. Please ensure that the office always has up-to-date information on how to reach you or an emergency contact.

MEDICATIONS

Medication for pupils should be administered at home whenever possible.

Where oral medication must be administered to pupils by school personnel, the parent/guardian must:

- Provide written authorization on the Consent for Administration of Oral Medication (Form 509-1);
- deliver to the Principal or Designate the required medication in a labeled "tamper-proof" container;
- Ensure the container has a pharmaceutical sticker attached indicating the name of the child and directions for the administration/storage of prescribed medication;
- Instruct their child to attend the school office for medication as per the schedule for administration as established in conjunction with the school Principal.

CONCUSSIONS

Please let us know if your child suffers a concussion and requires accommodations at school.

IMMUNIZATIONS

Provincial law requires that every student have evidence of an up-to-date vaccination profile. Consult your doctor or the local Health Unit if you wish to update your children's records.

HEAD LICE

Head lice spreads directly through contact and indirectly by sharing items. Information on head lice (and its treatment) can be obtained from Telehealth, consulting a pharmacist, or consulting with your family physician.

COMMUNICABLE DISEASES

Should your child contract any communicable disease, please let us know at the school office. We also advise you to consult your family doctor.

Fifth Disease

It is important for pregnant women and for children with weakened immune systems to know if they have come into contact with Fifth Disease. For this reason, we ask your cooperation in reporting to the school if your child(*ren*) is/are diagnosed with Fifth Disease.

SMOKING & VAPING

It is the policy of the Upper Grand District School Board to provide a smoke-free and vape-free environment for its students, staff, and others while on school Board property. The smoke-free policy is in accordance with the Smoke-Free Ontario Act. The principal may suspend all students found smoking or vaping on school property. Also in accordance with the Smoke-Free Ontario Act, the Upper Grand District School Board will permit smudging and the use of sacred medicines in connection with indigenous cultural practices at cultural and educational events, meetings, and relevant classroom presentations.

CHILD ABUSE PROGRAMS & PREVENTION POLICIES

The Upper Grand District School Board places a high priority on the safety of our students. The Child Abuse Prevention Policy is evidence of our commitment to this priority. The following is a quote from the policy: "*Every citizen in the community shares a responsibility for children's well-being. School officials and all board employees share in this collective community responsibility for creating safe and nurturing environments for*

children. Under the Child and Family Services Act, this responsibility includes the legal requirement to report to the local Children's Aid Society any suspected child abuse or neglect. Teachers and other Upper Grand District School Board (UGDSB) employees have a special opportunity to know and understand children during their most influential years of development. They are in a unique position to be able to see the early signs of abuse and/or neglect."

As required in the Policy, we will be teaching age-appropriate lessons to help our students identify abuse and protect themselves from abusive situations. The goal is to provide children with the tools they need to keep themselves safe. The lessons cover a broad range of safety issues including bullying, stranger danger and abuse by a known and trusted adult. These lessons will occur during the school year in Grades 1, 3, 5 and 7. You will be notified before these lessons are taught. The lessons will be taught by our classroom teachers, with support from the school CYC.

SCHOOL EMERGENCIES

The safety and well-being of our students is our highest priority. Although we hope that an incident that requires a response from emergency personnel will never occur in our school, we must be prepared to respond quickly and effectively in case it does. Each year our school must review and conduct drills to ensure staff and students are prepared in the event of a real emergency. For each of these drills, there is an education component to explain why they are necessary. All drills are conducted in a manner that is sensitive to the needs of our students.

The following drills are required each school year:

- Three (3) fire drills in the Fall and three (3) fire drills in the Spring
- Two (2) lockdown drills
- One (1) severe weather drill
- One (1) evacuation/bomb threat drill

Lockdown:

- A lockdown is used in response to a major incident or threat of violence within the school or school area. Building occupants are secured in the rooms they are currently in, and no one is allowed to leave or enter until the situation has been resolved.

Hold & Secure:

- A Hold & Secure is used when there is an event outside of the school that is not related to us (*like a bank robbery, someone in the neighbourhood, a rabid dog*) where we lock the doors, but keep going on as usual. Nobody goes inside or outside of the school until police/authorities tell us it's okay.

Shelter-in-Place:

- This is the term to use when we have an environmental or weather situation, like a chemical spill, blackout, explosion, hurricane, etc., where keeping everyone inside is keeping them safe.

A school community is stronger when everyone is kind, communicates, and works together!

Please reach out to our School Team should you have any questions or concerns!

We appreciate the opportunity to work together!


Working together is success.
Henry Ford