EMAIL POLICY	• The turn-around time for emails during the week is 24 weekday hours. You should not expect an email reply over the weekend. • It is the student's responsibility to email the teacher with enough time to receive a reply before an assignment is due. • Emails should follow proper etiquette: Include a greeting, an informative title/subject line, briefly provide relevant information, ask a specific question, make a polite request, and end cordially. Do not use texting language. Use proper spelling and capitalization.