



# THOMAS JEFFERSON CLASSICAL ACADEMY

*Developing Thoughtful, Articulate Young Adults*

[www.tjca.org](http://www.tjca.org)

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**SECTION:** 2000 - Faculty and Staff ▾

**TITLE:** Voice Recordings of Meetings

**NUMBER:** 2580

**STATUS:** Approved ▾

**DATE ADOPTED:** October 7, 2025

Recording or sharing transcripts of any meeting or discussion involving employees and/or volunteers of Thomas Jefferson Classical Academy (TJCA) on campus is strictly prohibited unless explicit consent is obtained from all participants. This policy exists to protect the privacy and confidentiality of conversations and to encourage open and honest communication.

- **Recording Meetings:** Any staff member or volunteer who wishes to record a meeting must obtain prior approval from every attendee. Consent must be clearly documented.
- **Sharing Recordings or Transcripts:** Sharing transcripts or playing recordings of meetings or discussions held on campus from 1999 to the present also requires prior documented approval from all individuals who participated.