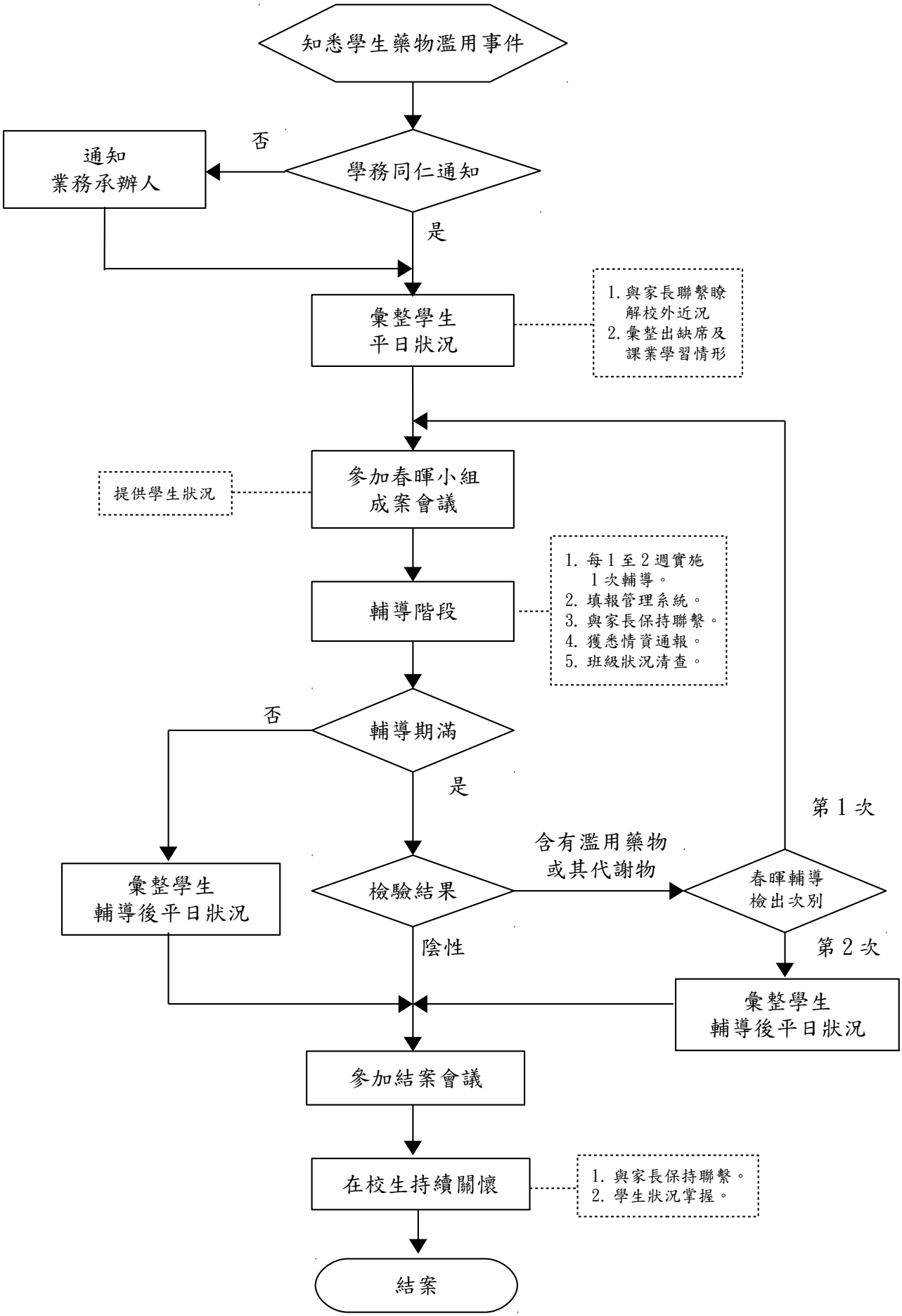各級學校春暉小組運作標準作業流程(導師版)