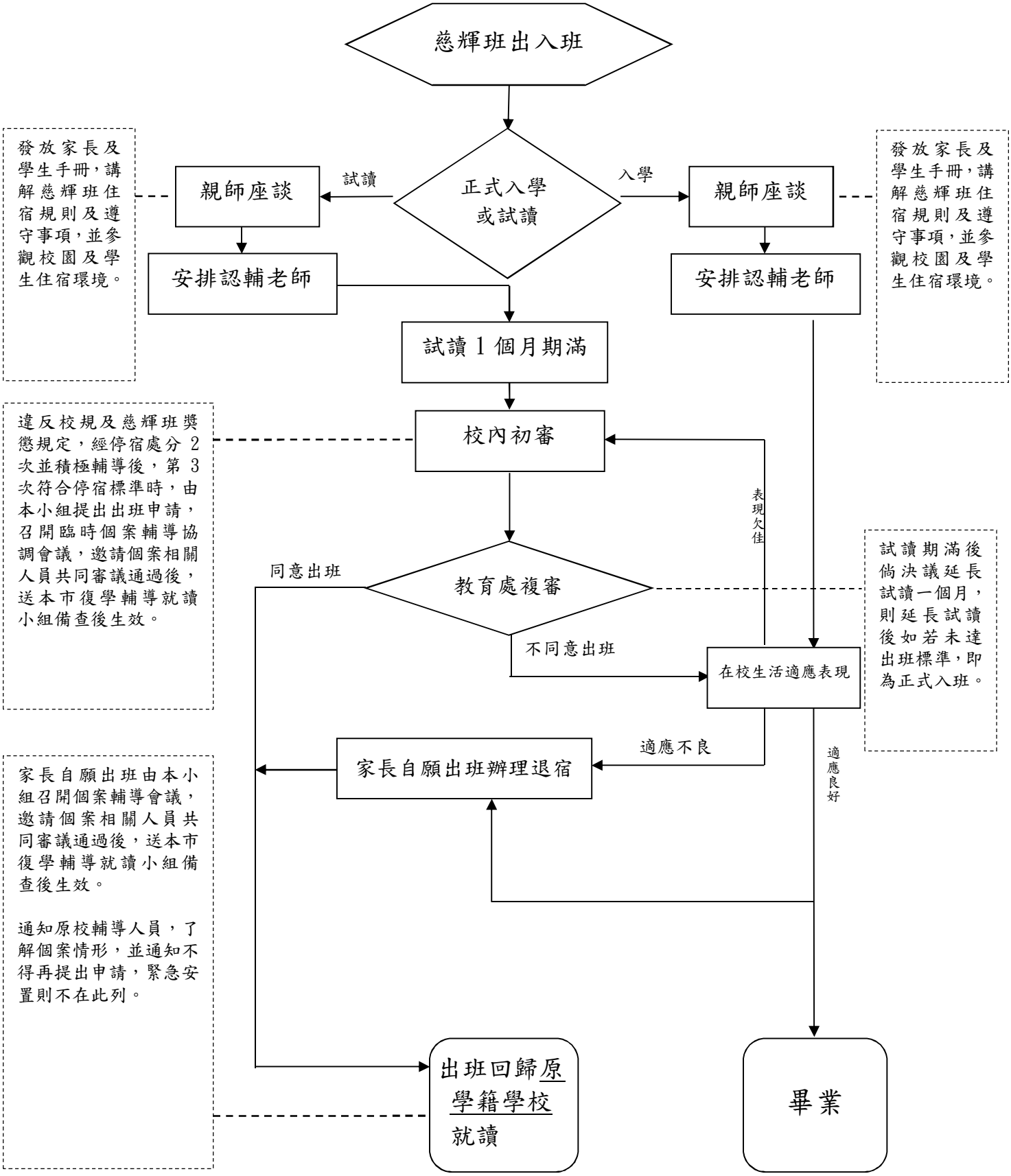基隆市立中山高級中學國中部大德分校慈輝班出入班作業流程