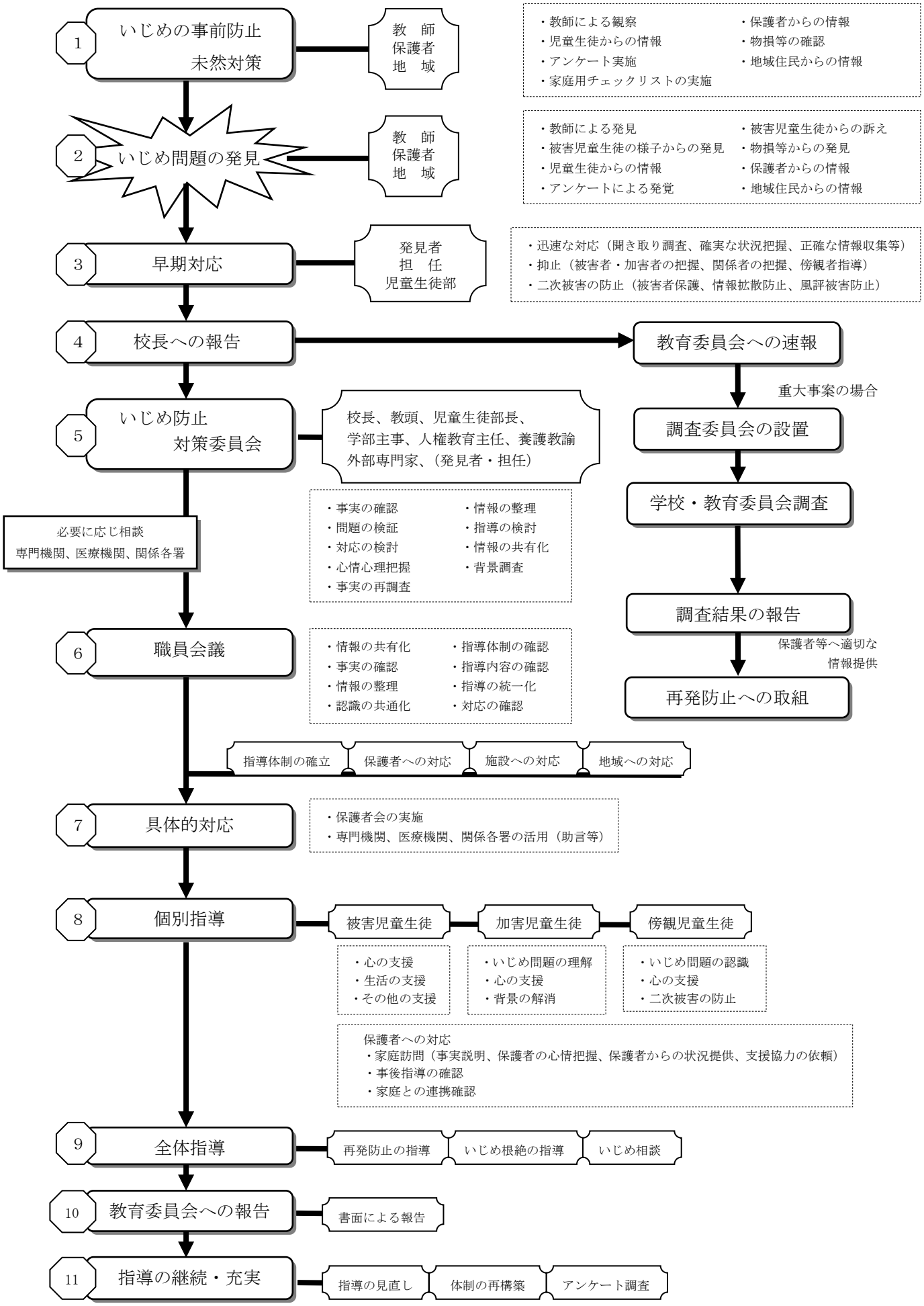いじめ問題発生時の対応マニュアル